

INFORMATION AND RULES FOR INMATES

**CORRECTIONS DIVISION
Placer County
Sheriff Department**

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Sheriff - Coroner – Marshal**

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**PLACER COUNTY
SHERIFF DEPARTMENT
CORRECTIONS DIVISION**

**EDWARD N. BONNER
SHERIFF - CORONER – MARSHAL**

PLACER COUNTY SHERIFF-CORONER-MARSHAL'S DEPARTMENT
CORRECTIONS DIVISION

RULES AND INFORMATION FOR INMATES

TABLE OF CONTENTS

SECTION	PAGE
Preface	1
Introduction	1
Rules and Information	1
Emergency Evacuation Procedure	1
General Information	2
1. Booking	2
2. Searches	2
3. Property Release	2
4. Releasing Money	2
5. Return of Inmate Funds Upon Release	3
6. Booking Procedure	3
7. Wristband	3
8. Mattress	3
9. Showers	3
10. Cups	3
11. No Smoking	3
12. Announcements	3
13. Haircuts	3
14. Court Appearances	4
15. Meals	4
16. Commissary	5
17. Damage to Jail Property	6
18. Clothing Exchange	6
19. Exercise and Recreation	6
20. Television	7
21. Visiting	7
22. Correspondence	8
23. Habeas Corpus	10
24. Inmate Grievances	10
25. Classification	11
26. Religious Services	12
27. Medical Services	12
28. Minimum Security	13
29. Library	13
30. Legal Reference Materials, ProPer Inmates, Notary Services	14
31. Work Furlough, Work Release, County Probation	15
32. 1381 Demand	15
33. Media	15
34. Education	15
35. Inmate Right to Freedom of Expression Within the Jail	16

TABLE OF CONTENTS (CONTINUED)

36. Voting	16
37. Access to Counsel	17
38. Legal Material	17
39. Telephone	17
40. "Jailhouse Lawyers"	18
41. Shakedowns	18
42. Lockdown	18
43. Special Housing	19
44. Disciplinary Isolation	19
45. Intercoms	20
46. Incarceration Fees	20

47. Direct Access Phone Number to Public Defender	20
48. Electric Shavers	20
49. No-Hostage Policy.....	20
50. Outside Assistance Upon Release.....	20
51. Jail Substance Abuse Services.....	21
SECTIONS	
INMATE DISCIPLINARY PROCEDURE	22
RULES OF INMATE CONDUCT	24

This rule book is County property and must be returned to Booking prior to release. Do not fold, spindle, write on or mutilate this document.

PREFACE

The Placer County Corrections Division recognizes, and will adhere to the principle that all persons, no matter what their status, shall be treated with human dignity. Inmates shall be afforded all possible rights and privileges consistent with the Jail's security and operational requirements. However, inmates must treat custody staff, citizens, and their fellow inmates with the same dignity and courtesy.

INTRODUCTION

For clarity and ease of writing, male pronouns were used throughout this handbook. Whenever a male pronoun is used, the reader is to assume it applies equally to both males and females.

All inmates will conduct themselves in a civil manner at all times.

All facility rules, regulations, procedures and orders, whether written or verbal, will be followed immediately.

Inmates will keep themselves neat, clean, and well-groomed at all times.

Inmates will keep their living areas, including bunks, housing units, day rooms, as well as other areas occupied (i.e., recreation yard, hallways, library, and visitation rooms) neat, clean, and orderly.

Inmates shall not cover interior or exterior windows in their cell or cell blocks.

Inmates will treat employees in a courteous manner, addressing them by rank (Officer, Deputy, Sergeant, Mr., Ms., etc.) and name.

Although issued to you, this inmate manual is not your property; it belongs to the Sheriff of Placer County. Destruction of, defacing, or writing in this manual may result in discipline or criminal charges. This manual must be returned to Booking prior to your release.

RULES AND INFORMATION

The following rules and information are intended to aid and inform you of what is expected of you and what is available to you while in custody at the Placer County Jail. You are reminded that all local, state, and federal laws relative to criminal behavior are fully in effect while you are at this facility. Violations may result in criminal prosecutions. These rules have been made in accordance with California Code of Regulations (CCR) Title 15, Minimum Standards for Local Detention Facilities. For your information, the chain of command in the jail is as follows:

Jail Commander – Captain

Jail Supervisor – Lieutenant

Shift Supervisor – Duty Sergeant

Jail Officers - Line staff

EMERGENCY EVACUATION PROCEDURE

Inmates will observe the following procedures during an emergency evacuation:

Under no circumstances attempt to recover personal effects; delays in evacuation could cause serious injury.

Inmates are to line up in single file and move away from hazardous areas as directed by the Officers. Should any area of the facility need to be evacuated, inmates will be moved away from the affected area and directed to a safe location.

GENERAL INFORMATION

BOOKING - If an inmate is sent to booking for any reason, as soon as he arrives he will face the wall. The inmate is to remain facing the wall until directed otherwise by an Officer.

SEARCHES - All inmates entering the Placer County Jail are subject to a custodial search, and will have all property removed including jewelry, belts, and shoes.

PROPERTY RELEASE - Within the first 72 hours of being booked (except during lockdown times), an inmate can do one of three types of property releases:

A. Release of motor vehicle keys only

B. Release of all property with the exception of clothing

C. Release of money

After the initial 72 hours, the only type of property release that will be done is a complete property release, with the exception of clothing

and money. This may only be done one time. After the initial 72 hours, property releases will be done only on Tuesdays and Fridays between 1:00 PM and 3:30 PM, and 7:30 PM and 9:30 PM

The only time clothing will be released is when the inmate has been sentenced to state prison. Clothing will not be released until proof of sentencing is confirmed.

The inmate does not need to submit a request form in order to start the release procedure. The person picking up the inmate's property will request a "Property Release" form at the Main Jail front desk, which will start the procedure. An Officer will get the inmate's approval for the release and have the inmate sign the Property Release form. The property is then released. When an inmate first arrives at the Placer County Jail, his property is inventoried and stored in the Property Room. Occasionally, the arresting Officer may keep or take custody of the inmate's property for evidence or safekeeping. If this occurs, the inmate should not ask the Jail staff to get his property back, as Jail staff does not have access to this property. The inmate has to either write or have someone call the arresting agency regarding property that may have been taken. The California Department of Corrections allows inmates going to prison to take certain property items with them. These include:

Shower Thongs (one pair)

Embossed Envelopes (20)

Address Book (soft-cover only, not to exceed 3x5 inches).

Ball-point pen (non-metal, factory sealed)

Pencil-sharpener (small, hand-held)

Legal pads/tablets

Photos (not to exceed 8x10, no Polaroid's)

Inmates should release all other personal property including clothing once sentenced to state prison. Please note, this is the policy of the California Department of Corrections. Placer County will not accept any liability for the handling of personal property after it leaves the Placer County Jail.

RELEASING MONEY – If an inmate has more than \$1.00 at the time of booking, it is placed into a commissary account. This money can be used to make bail. To post bail with an inmate's commissary funds, the inmate tells the bondsman that he desires to use his commissary funds for this purpose. The bondsman will contact the Corrections Division to arrange the release of funds. In the case of an emergency, an inmate's commissary funds may be used to pay bills that absolutely must be paid while the inmate is still in custody. A word of warning: the county is not obligated to pay an inmate's bills using his commissary funds. It is done as a courtesy and it may not happen in what the inmate considers a timely manner. If possible, the inmate should arrange for someone on the outside to handle his financial matters while in custody.

To pay a bill, the inmate sends an Information Request to the Corrections Accounting Division, explaining who the check is to be made out to, applicable account numbers, and the amount owed. The accounting department will require proof of the inmate's indebtedness prior to issuing the check (i.e., PG&E bill, phone bill, water bill, and doctor bill. All bills must be in the inmate's name).

Transferring money from one inmate's account to another inmate's account will not be done. It does not matter if the two inmates are related either by marriage or birth.

RETURN OF INMATE FUNDS UPON RELEASE – The next business day after an inmate is booked, the inmate's money is placed into a trust fund account in the inmate's name. If the inmate is released after his money is deposited in the trust fund account, the inmate will receive a check instead of cash. If the inmate is released before the money is deposited in the trust fund account, the inmate will receive cash.

If the inmate is released during normal business hours (Monday through Friday from 7 AM TO 4 PM he will receive a check. If the inmate is released after normal business hours, the check can be mailed to the inmate or the inmate can return to the Placer County Jail during normal business hours Monday through Friday to pick up the check. If the inmate wants the check mailed to him, the inmate must provide the mailing address at the time of his release.

BOOKING PROCEDURE – All inmates entering the Placer County Jail will be asked questions regarding their identity and health. You will also be photographed and finger printed. These procedures do not violate your rights. Failure to cooperate may result in discipline and/or delay in your release. If an inmate falsely identifies himself as another person, he will be charged with a crime.

WRISTBAND – Your wristband will be worn at all times for the purpose of identification. Your wristband must be shown to buy commissary, have visitors, receive medication, or to receive mail or at the request of any staff member. If your wristband breaks or needs replacement, contact an Officer immediately. Destruction of your wristband will result in discipline.

MATTRESS – Each bunk will have no more than one mattress unless authorized by the Medical Staff and Shift Supervisor. Mattresses are to remain on the bunk at all times. Under no circumstances are mattresses to be placed on the floor or removed from the cell, cell block, or dormitory unless approved by an Officer.

SHOWERS – Showers are provided for your use. Keep them clean and notify an Officer immediately if repairs are needed. Inmates are required to shower regularly.

CUPS – Each inmate will be issued a cup/toothbrush with his hygiene kit. Prior to release, inmates are responsible for returning their cups. You will be subject to disciplinary action if your toothbrush is modified in any way, i.e., evidence of burning, or sharpening, etc.

NO SMOKING – Smoking, or possession or use of any tobacco product, is prohibited. No smoking/chewing paraphernalia, matches, smoking paper, or empty chew cans are allowed.

ANNOUNCEMENTS – Inmates will be attentive to all announcements made, whether in person or over the public address system. Inmates will follow any instructions given. Inmates not following instructions given during announcements may be written up for a Jail Rule Violation.

HAIRCUTS – Haircuts are given every Sunday except the 1st Sunday of the month which is blanket exchange day. You may have your

hair cut once a month. Contact the Floor or Pod Officer to schedule a haircut. **NO GANG RELATED HAIRCUTS AND STYLES** (such as Mongolian-style haircuts) **WILL BE ALLOWED. EITHER INMATES WILL ELECT TO CHANGE THEIR HAIR STYLE OR THEY WILL BE PLACED IN ADMINISTRATIVE SEGREGATION.** If you wish to use your own licensed barber, the barber must have proper identification for jail entry and the Shift Supervisor must approve the appointment.

COURT APPEARANCES - You will normally be notified of scheduled court appearances in advance. Be prepared for court when you are called. Leave your personal property in your cell. Bring with you only legal material related to your case. There shall be no contact or communication of any kind with anyone in the courtroom audience. You will be returned to your cell after court. You are not allowed to take pencils with you to court. If necessary, one will be provided to you in court, to be returned prior to returning to your cell.

MEALS – Therapeutic diets will be provided if medically necessary. Requests for special dietary needs should be directed to the Medical Staff.

MEAL TIMES -

- A. Breakfast 5:00 AM to 5:30 AM Minimum Security (5:00 AM Main Jail)
- B. Lunch 11:00 AM
- C. Dinner 4:00 PM

The only exceptions to the above-listed times shall be upon occurrence of an emergency, inmates returning late from court, and special circumstances under the approval of the Shift Supervisor.

The following procedures are to be observed during meal times:

- A. ALL inmates (in dormitory style housing) shall be properly dressed and seated at the dayroom tables, ten minutes before the above listed meal times. Although it is not mandatory that inmates eat, it is mandatory that the inmate be seated at the table. Head counts are done at every meal, and failure to be seated will cause the count to be off and delay the food service. Failure to be seated at the table according to the above rules may result in disciplinary action.
- B. Inmates housed in H, I, L, M, MS4 and Minimum Security tanks must have their beds neatly made. Phones and televisions will not be used in any tank during mealtime. The State Board of Corrections requires there be no access to toilet facilities during mealtime. In H, I, L, M and MS4 tanks, this is accomplished by not allowing anyone into ANY part of the bathrooms during meals. In all other tanks, the cell doors must be locked shut prior to food being served.
- C. The serving Officer will direct one table at a time to the serving area. Inmates are required to receive a tray and return to their table and wait until all trays are served. Then, if an inmate needs a spoon, he will return to the serving area for it. This is the quickest way to get the food served while it is still hot. **In order to receive a new spoon, you must turn in your old one first.** Only one meal per inmate is allowed unless directed otherwise by the Supervising Officer.
- D. In General Population tanks, and in Minimum Security, when an inmate has finished eating, he will empty any uneaten food or refuse into the trash barrel. No uneaten food will be allowed out of the dining area. Inmates are to keep their cups and spoons. Trays are collected and counted then placed in the designated food trash can after the Officer confirms all trays have been returned. Inmates will clean their eating area and sit back down. Once everyone at the table has finished eating, the table is inspected for cleanliness. If the cleanliness is satisfactory, the inmates at the table will be excused. In the Administrative Segregated and Disciplinary cells, the feeding Officers will collect the trays from each food port and oversee the trays placed into the designated trash can.
- E. DO NOT keep any uneaten food from the meal. Doing so will be grounds for disciplinary action.
- F. Inmates may be required to lock down for tray removal. Do so immediately.
- G. These procedures are standard; however, they may vary when there are double celled inmates in the cellblock.
- H. Inmates on Disciplinary Isolation will receive a nutritionally balanced meal for breakfast, lunch and dinner.

COMMISSARY - Commissary purchases will be distributed once a week on Thursdays; however, commissary may be rescheduled due to holidays. Instructions for filling out order forms properly are posted in all the housing units.

- A. **WELFARE PACKS FOR INDIGENT INMATES** - Welfare packs contain hygiene products, two envelopes, two pieces of writing paper, and one golf pencil and are given to indigent inmates and inmates on disciplinary status. Indigent inmates desiring a welfare draw must fill out a commissary order form in the area indicating welfare draw (indigent pack). This form must be turned in prior to lock down on Monday night to receive a welfare draw.
- B. **DISCIPLINARY ISOLATION** - If an inmate has money on his account but is on Disciplinary Isolation, he may not order regular commissary. Inmates on Disciplinary Isolation will NOT be charged for ordered welfare draw as long as they are on disciplinary status. If you are on Disciplinary Isolation you must request a welfare draw by using the commissary order form and marking the correct box. Should an inmate who is not on Disciplinary Isolation have money on his account and place an order for welfare draw, his account will be charged a fee of \$4.00.

The only funds accepted on an inmate's account are:

- 1. Certified or Cashier's checks from American banks (\$70.00 maximum per check)
- 2. Money Orders (\$70.00 maximum per Money Order)
- 3. Government, State, or Municipal checks (any amount, subject to approval) with the exception of Welfare or Unemployment Checks.

Commissary orders are placed with our vendor on Tuesday morning. Funds for an inmate's account must be received by midnight Monday if they are to be used for Tuesday's order. Commissary orders must be turned in prior to lock down on Monday night; Commissary is handed out on Thursday. Holidays may change this schedule. Should this be the case, inmates will be notified. Since

commissary items come from an outside vendor, orders incorrectly filled by the vendor usually cannot be adjusted until the following week. At the time an inmate receives commissary, it is his responsibility to check the contents of his order against the receipt that came with the order in front of the Officer. Any discrepancies in a commissary order must absolutely be brought to the attention of the commissary Officer prior to the inmate leaving the immediate presence of the Officer. Discrepancies must be verified and initialled by the commissary Officer. Corrections to orders may be made as follows:

- A. If the inmate received something he did not order and returns it intact, his account will be credited with the cash value of the item.
- B. If the inmate did not receive something ordered, and was not charged for the item, he may reorder the item the following week.
- C. If an inmate was charged for an item not received, an attempt will be made to find the item or a credit will be given.
- D. A maximum of \$70.00 worth of commissary can be in an inmate's possession at any one time.
- E. If an inmate leaves custody prior to receiving his commissary order, he can do either of the following:
 1. Fill out an Information Request addressed to Commissary with the name of the person whom he has designated to pick up his commissary order. The order must be picked up during normal business hours prior to the next commissary order day (usually Tuesday).
 2. In order to cancel a commissary order, fill out an Information Request Form and send it to Commissary before noon on the day before delivery. The amount of the order will be credited to your account.

DONATING COMMISSARY TO A SPECIFIC INMATE OR TANK IS NOT ALLOWED. INMATES WILL NOT BE ALLOWED TO ORDER OR POSSESS COMMISSARY WHILE HOUSED IN DISCIPLINARY ISOLATION.

DAMAGE TO JAIL PROPERTY – Inmates will be held responsible for intentional destruction or damage to county property. The inmate may be prosecuted under civil and/or criminal law. Prosecution may not be pursued if the inmate chooses to pay the replacement or repair cost from his available funds. In that case, the cost of replacement or repair will be deducted from the inmate's commissary account. Such an inmate will be eligible to receive necessary personal care items, in the form of an inmate welfare pack. If the inmate has sufficient funds, the amount for the welfare pack will be deducted from his commissary account. If the inmate does not have sufficient funds, welfare items will be issued in the same manner as welfare packs for indigent inmates. The inmate will still be subject to any discipline resulting from his actions.

CLOTHING EXCHANGE – Clothing, sheets, and towels are exchanged once weekly on Saturdays. All outer garments will be exchanged. Concerning undergarments, the following number will be exchanged:

Males:

Shorts: 2
Socks: 2 pair
Undershirt: 2
Pants: 1
Outer shirt: 1
Jail issued tennis shoes: 1 pair

Females:

Bra: 2
Socks: 2 pair
Undershirts: 2
Nightgown: 1
Panties: 4
Pants: 1
Outer shirt: 1
Jail issued tennis shoes: 1 pair

Blankets are exchanged on the first Sunday of the month. Inmates with a need for special clothing for medical reasons should direct a request to the medical staff. Should you run out of essential supplies during the week, you may request additional supplies from the Floor Officer.

EXERCISE AND RECREATION -

- A. Inmates shall be allowed a minimum of three hours of exercise and recreation per week.
- B. No shower shoes will be worn in the exercise yard. If you do not have jail issue shoes notify an Officer.
- C. Inmates shall be responsible for care and proper use of all recreation equipment that is available. Inmates will keep the exercise yards clean.
- D. Inmates will not engage in play fighting, "sparring," or horseplay at any time. Inmates will not climb the yard walls or on any fixed equipment in the yard. Doing so in any fashion will be considered an attempted escape and the inmate will be criminally prosecuted and/or severely disciplined.
- E. There may be adjustments in an outdoor exercise period due to inclement weather.
- F. Areas of the recreation yard marked within red lines are off limits to inmates. Disciplinary action will result if an inmate goes past any of the red lines.
- G. No food or drink items are to be taken into the recreation yard.
- H. Inmates must be fully dressed at all times in the recreation yard. Inmates may not remove their shirts or shoes, nor may they roll up their pants.

I. Team drills or organized group physical activity will not be allowed.

TELEVISION - No music channels (MTV, VH1, CMT, etc.) are allowed. Inmates who tune the televisions to any of these types of channels or watch these channels may have their television privileges revoked or restricted and may face additional disciplinary action.

VISITING - Each inmate shall be allowed two 30-minute visits per week. The two 30-minute visits may **NOT** be taken on the same day. On rare occasions, the Duty Sergeant may approve one 60-minute visit instead of the two 30-minute visits. The visitor must request the special visit at least one week in advance so the validity of the request may be investigated. An exception to the one-week requirement may be granted for special circumstances. Per Penal Code section 4571PC, any visitor having been previously convicted of a felony and confined in any prison in this state shall not be allowed upon the grounds of the Placer County Jail or Minimum Security facility. Non-professional court ordered visits will take place during the inmates normally scheduled visiting times. Personal visits that take place at the visiting center are subject to monitoring or/ recording.

NOTE: INMATES WILL NOT BE ALLOWED NON-PROFESSIONAL VISITS WHILE HOUSED IN DISCIPLINARY ISOLATION. EXCEPT WHERE PROHIBITED BY LAW (I.E., LAWYER COMMUNICATIONS) VISITING PHONES ARE RECORDED AND MONITORED. Inmates who are released from custody at the Placer County Jail may not visit another inmate at this facility until 60 days have passed.

- A. A visiting schedule will be posted in the day rooms and in the jail lobby. Due to a fluctuating jail population, the visiting schedule may be changed on short notice. The visiting schedule for inmates housed in the Main Jail is posted on the Placer County Web site.
- B. Visitors must be a minimum of 18 years of age, with valid picture identification. The Shift Supervisor must approve any identification other than the ID listed below. The following identification is acceptable:
 - 1 Valid Driver's License with photo;
 - 2 Valid Military ID with photo;
 - 3 Valid Passport with photo;
 - 4 Valid Immigration Card ("Green Card").
- C. Children under the age of 18 must be accompanied by a responsible adult.
- D. If required by Sheriff's personnel, visitors may be subject to a search of their persons and immediate property at any time while on the premises of the facility. Refusal to submit will prohibit or terminate visiting privileges.
- E. Visitors may deposit funds to be credited to an inmate's account. See Section 16A.
- F. The Corrections Division will not accept personal property, letters, or documents from visitors to be passed on to inmates. If there are documents that you need to sign, please try to arrange through the mail or your legal counsel.

INMATES WILL NOT ASK ANY JAIL STAFF TO PASS UNAUTHORIZED ITEMS TO OTHER INMATES, NOR WILL THEY REQUEST THAT STAFF SEND OR DISSEMINATE MAIL OUTSIDE OF THE NORMAL CHANNELS. VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION.

G. Inmate Conduct

- 1. Loud, boisterous, or disruptive behavior during or while en route to the visit will be cause for termination of the visit.
- 2. There shall be no contact or communication of any kind between inmates in the visiting room.
- 3. Inmates shall not bring any items to their personal visits such as: paper, pencils, court paperwork, information requests or grievances.
- H. **Visitor Conduct**: any violation of the following may cause termination of visit.
 - 1. No revealing or provocative clothing is permitted.
 - 2. Visitors are responsible for their children and must keep them in control. Unruly children will be a cause of termination of a visit. Young children shall NOT be left unattended in the jail lobby or the vehicle parking lot.
 - 3. Loud, boisterous, and rude language will not be tolerated during visiting.
 - 4. Lewd or provocative behavior will not be tolerated, and may result in termination of visiting privileges.

CORRESPONDENCE -

HABEAS CORPUS - Forms for petition for Writ of Habeas Corpus are available upon request from the Officers. If the form for petition is not provided in a timely manner, the inmate should notify the Jail Supervisor or Jail Commander in writing.

INMATE GRIEVANCES -

- A. All inmates have the right to appeal and have resolved grievances related to any condition of their confinement; however, grievances are to be filed on an individual basis. So-called, "Group" or "Class-action" grievances will not be accepted. The following are non-grievable issues:
 - 1. Legal decision as directed by the court
 - 2. Inmate disciplinary actions (A specific hearing procedure is provided for disciplinary actions.)
- B. When an inmate has a grievance, he should attempt to resolve it at the lowest level possible, including discussion with an Officer. However, when an inmate requests a grievance form, an Officer will provide the form.
- C. There are three levels at which an inmate grievance may be resolved. Every attempt will be made to resolve the grievance at the lowest possible level. If an inmate is dissatisfied with the resolution, he has the right to appeal to the next level.
 - 1. **Level 1 - SHIFT SUPERVISOR** -
 - a. The Shift Supervisor must provide a reply, and a resolution, if possible, for the grievance and return it to the inmate within five (5) business days.

- b. If the inmate disagrees with this reply or resolution, he may appeal to the next level by signing the grievance form and checking the "Yes" line following "I wish to appeal to the next level" and returning the form to an Officer **IMMEDIATELY**.
2. **Level 2 - JAIL SUPERVISOR, MEDICAL DIRECTOR OR CENTRAL KITCHEN SUPERVISOR** - If the grievance cannot be resolved at Level 1, the grievance will be reviewed at Level 2.
 - a. Level Two reviews must be completed and returned to the inmate within seven (7) business days.
 - b. If the inmate disagrees with the Level Two reply or resolution, he may appeal to the Jail Commander by signing the form and checking the "Yes" line next to "I wish to appeal to the Corrections Commander" and returning the form to the Floor Officer **IMMEDIATELY**.
3. **Level 3 - JAIL COMMANDER** - If the grievance cannot be resolved at Level 2, the Jail Commander will review the grievance.
 - a. The Jail Commander's review must be completed and returned to the inmate within ten (10) business days excluding weekends and holidays.
 - b. The original completed grievance is to be filed in the Grievance Master File.
4. **Limitation on Inmate Grievances** - The Jail Commander, at his discretion, may refuse to accept grievances from an inmate if it is found the inmate is filing an excessive number of grievances of a frivolous nature or grieving issues that were previously grieved and resolved.

CLASSIFICATION - Classification is the process that determines where an inmate will be housed while he is here. Classification is based on current behavior and attitude, charges, past criminal history, and behavior at this or other facilities in the past. Privileges may vary depending on the inmate's classification assignment.

- A. Classification is a continuously on-going process consisting of some or all of the following:
 1. Classification questions done at the time of booking
 2. Classification interview with a classification Officer
 3. Review of any disciplinary action taken against the inmate or incidents involving the inmate
 4. Review of CDC custodial records
 5. Conferences with probation/parole Officers
 6. Officer observations of inmate attitude and behavior while in custody
- B. This facility is designed to reward responsible behavior, when possible, with more desirable living conditions. **FAILURE TO ABIDE BY THE JAIL'S RULES AND GET ALONG WITH STAFF AND YOUR FELLOW INMATES WILL RESULT IN PROGRESSIVELY LESS DESIRABLE LIVING CONDITIONS.** For those inmates who are later sent to state prison, poor behavior here can result in a higher security classification in the prison, as disciplinary write-ups may be sent to CDC.
- C. Housing assignments may be appealed to the Classification Unit. If the inmate disagrees with the resolution, he may appeal to the Jail Commander via the grievance process.

RELIGIOUS SERVICES -

- A. The religious program provides services and spiritual guidance for all inmates, regardless of denomination or faith. The Jail Chaplain will conduct weekly nondenominational services.
- B. You may request arrangements for specific denominational practice, or personal spiritual guidance, through the Jail Chaplain.
- C. All religious services and personal spiritual guidance will be conducted in a designated quiet area.
- D. Marriages and baptisms will not be offered as a function of the Chaplaincy Program.

MEDICAL SERVICES - If you are in need of medical care, dental care, drug rehabilitation, alcohol counseling, mental health attention or testing for communicable diseases (such as AIDS), submit a Request for Medical Care form. This form is normally located in the housing unit. If no slips are located in the housing unit, then request one from an Officer or the pill call nurse at AM or PM pill call.

MINIMUM SECURITY - Those inmates classified as Minimum Security may be transferred to a Minimum Security facility. **HOUSING IN MINIMUM SECURITY IS NOT A RIGHT.** It is based on classification and behavior. All Minimum Security inmates will be expected to work at job assignments selected by the Minimum Security Sergeant. If you wish to be transferred to a Minimum Security facility after sentencing, send a written request to the Classification Unit by filling out an Information Request Form.

LIBRARY - The Placer County Jail provides inmates with library privileges. This privilege is in the form of books located in the dayroom. The maximum number of library books an inmate may check out or possess at one time is two. Failure to return library books as directed will result in the loss of library privileges. Poor conduct or destruction of library books may cause loss of library privileges, discipline, or prosecution. At the time of release, any attempt to leave custody with library books in your possession may result in prosecution for attempted theft.

LEGAL REFERENCE MATERIAL, PRO PER INMATES, NOTARY SERVICES - The Placer County Jail provides all inmates with access to legal reference materials; however, pro per inmates have priority. During the course of your incarceration; if the court grants you pro per privileges, you may submit an information request form to the Compliance Officer advising of your pro per status. Inmates may request to use the Law Library by contacting the Housing Unit Officer or Floor Officer. The Law Library is available for inmates from approximately 7:00 AM to 10:00 PM, except during periods of lockdown.

LEGAL RESEARCH ASSOCIATES - The Placer County Sheriff has entered into an agreement with the firm Legal Research Associates (LRA) to provide legal research assistance to the inmates of this jail.

1. When you have a legal question, require legal forms, or want legal research materials, you can ask the housing unit Officer or floor Officer for a **LEGAL INFORMATION REQUEST** form. There are instructions on the back of the form to help you complete it.
2. Completed request forms are to be placed in the outgoing mailboxes in each housing unit. These forms will be processed by Jail

staff Monday through Friday and sent by FAX to LRA on the next business day.

3. LRA will gather written materials that respond to your request, package each response individually addressed to you, and return it to the jail by overnight courier. Jail staff will screen the material for contraband and deliver your responses to you.
4. LRA will respond to all requests within 3 working days of receiving the request. If any request requires more time to answer, LRA will send you a memo explaining the need for additional time.
5. LRA gives priority to requests submitted by "pro per" inmates that is inmates who are court certified as representing themselves in pending criminal or civil cases; and to inmates who have imminent court dates.
6. You may ask for up to 5 separate items on each form. Only the first 5 items on any Request Form will be provided. You may file only two request forms per month unless you are court certified as "pro per" on your case. Access for "pro per" inmates will not be limited.

INMATES THAT ARE GRANTED PRO PER STATUS BY THE COURT -

Investigators - You may petition the Court for a licensed Public Investigator, who may act on your behalf to make copies, gather information file documents, etc. The Court may make an order appointing the investigator and the costs will be at the expense of the court. Investigators will be permitted "contact visits" to confer with you. Investigators shall submit any legal materials to the Officer for a security search prior to giving the materials to you.

Phone calls - inmate may request calls by petitioning the Court for calls at your expense.

Photocopies - inmates may request copies by petitioning the Court for photocopies at their expense.

Supplies - inmate shall purchase supplies available from commissary. Indigent pro per inmates may request a legal pad, eraser pencil, legal mailing envelope stamped "Legal Mail Only" and a 9 x 11 business size envelope to hold legal documents only, not for mailing purposes. Commissary reserves the right to deduct the cost of legal supplies from future funds and deposits made into an inmate's account. The jail will only mail those letters addressed to bona-fide legal entities such as; attorney, judge and courts.

Notary Services - are available on-site upon request Monday through Friday. An inmate or an outside source must supply the necessary documents to be notarized. Inmates may send an Information Request Slip requesting services from the Notary. Notary requires a minimum 48 hour turnaround from receipt of documents. Currently there is no charge for this service. (Subject to change)

WORK FURLOUGH, WORK RELEASE, COUNTY PROBATION - Inmates requesting Work Furlough, Work Release, or County Probation shall mail a request for application to:

Placer County Probation Department

11564 "C" Avenue

Auburn, CA 95603

Attn: Work Furlough Administrator

1381 DEMAND - When an inmate qualifies (by being sentenced on all charges) to request a 1381 form on local charges, he may request the 1381 form using the information request slip, fill out the form and send all copies intact to the Court Liaison whereas they will complete the process and return the pink copy to the inmate. When an inmate qualifies to request a 1381 form who is sentenced and waiting for transport to state prison, he may: request the form on an information request slip and take the form to state prison and submit it at that time. When an inmate qualifies (by being sentenced to more than 90 days on all charges) to request a 1381 form on out-of-county charges, he may request the 1381 form using the information request slip. The inmate shall fill it out completely and send all copies intact to the Court Liaison whereas they will complete the process and return the pink copy to the inmate. If the inmate has been sentenced to state prison, the prison will provide a 1381 form upon arrival.

MEDIA - Inmates are allowed to correspond freely with, or be interviewed by, the media, as long as such access does not disturb the security, order, or safety of the facility. During an emergency, media access may be suspended. The Jail Commander, in advance of the proposed interview, must approve all requests for "face-to-face" or on camera interviews by the inmate or by the media. All other media interviews must be conducted during the inmates normal visiting time and dates.

EDUCATION - The Inmate Education Program (IEP) offers a variety of classes and resources: GED Preparation, Employability and Life Skills, English as a Second Language, and Career Technical Education (computers and food service.) If you wish to participate or find out what is offered, send a request to: Attn: Inmate Adult Education Program.

Instruction is limited to certain classifications in the Main Jail and Minimum Security Barracks. The IEP reserves the right to enroll inmates based on their ability to attend enough coursework to allow for measurable learning to occur. It is recommended that inmates have a minimum sentence or expected stay of 30 days or more to enroll in classes. If a class is full, a waiting list will be created and monitored by IEP staff and inmates will be notified when space is available. Inmates are required to take a pre and post CASAS test or other appropriate examination to qualify for the early release program. Inmates must also have regular attendance and be productive in class.

10 days of IEP attendance equals one day of early release (Main Jail or Minimum Security Barracks)

Early release credit not to exceed 10 days.

Inmates are to track their progress toward early release-please do not ask the instructors.

Early release credit earned through the IEP is a privilege not a right. Placer County Jail reserves the right to deny full or partial credit due to disciplinary action.

Any books or other instructional materials loaned through check out system from the IEP to the inmate must be returned in the same condition as when loaned.

Any lost or damaged materials may result in a charge to the inmates commissary account to cover replacement costs.

All IEP material is to be staple free. If materials or items are discovered to be with staples it will be considered contraband and removed from inmate use.

INMATE RIGHT TO FREEDOM OF EXPRESSION WITHIN THE JAIL -

- A. Inmates have the right to freely express their views as long as they are not posing a threat to the security of the jail or posing a clear danger of violence or disruption.
- B. The Corrections staff cannot forbid an inmate from, or punish an inmate for, peacefully expressing views that seem to conflict with the values of staff and or the department, as long as such views are expressed in a fashion that does not pose a potential for disrupting the facility.
- C. Corrections Staff may prohibit groups of inmates from meeting for the purpose of expressing views that would present a clear danger of violence or disruption.
- D. Corrections Staff may take immediate disciplinary action against an inmate whose speech is inflammatory or expressing violence, and/or who encourages others to act in such a way that would interfere with the normal operation of the Jail. Refusing to respond to a lawful order given by a staff member may also result in disciplinary action.
- E. Inmates do not have the right to organize a labor union within a Jail.

VOTING -

ACCESS TO COUNSEL -

- A. All inmates, whether pretrial or sentenced, have the right to access legal counsel.
- B. To obtain legal counsel, an inmate may telephone private counsel or the Public Defender's Office from the dayroom phones. An inmate may also use the telephones in each cellblock to call private counsel or the Public Defender's Office.
- C. When legal counsel or defense investigator meets with an inmate, they are to be provided with adequate space for a private meeting.

LEGAL MATERIAL -

- 1. Only items of transcripts, copies of legal pleadings, police reports, or other legal memoranda regarding the inmate's case may be left with the inmate. Staples and paper clips must be removed. Bindings and folders are not allowed.
- 2. The Correctional Staff may inspect legal material for contraband only in the presence of the inmate.

TELEPHONE -

- A. During booking, all new inmates shall be allowed the opportunity to make three (3) free local phone calls no later than three hours after arrest, except where physically impossible.
- B. Once housed, inmates may make outgoing telephone calls from their day rooms at any time while access to the telephones is permitted. **USE OF THESE TELEPHONES IS A PRIVILEGE NOT A RIGHT AND MAY BE REVOKED OR RESTRICTED.** Prisoner conduct will determine availability. The telephone will be turned off at lock down time and other times as deemed by the Jail Administration.
- C. Telephone calls to the Public Defender's Office are free. Additionally, lists of free calls to support agencies will be posted in the dayroom. All other calls made from the dayroom telephone must be collect calls. The charges for these calls are specified before the collect call is accepted.
- D. Three-way calling in this facility is strictly forbidden. If you attempt a three-way call, your phone will automatically disconnect. Things that will cause the phone to disconnect are: If the person you are calling has call waiting. If you or the person you are calling presses buttons on the phone during a call. If the person you call places you on hold.
- E. For your information, phone calls made by inmates to anyone other than an attorney, religious advisor, or licensed physician, are not considered confidential. These calls are subject to monitoring and/or recording, and your call constitutes your consent to the monitoring and/or recording. Telephone calls to the Public Defender's Office and many other local attorneys are automatically considered privileged and not recorded/monitored. To ensure that your call to your attorney is confidential, please submit an Inmate Request Form to the Compliance Office with all relevant information including your attorney's name and phone number. To request privileged and confidential status on any other particular phone call, you must submit an Inmate Request Form to the Compliance Office for consideration at least 48 hours in advance of the call, or obtain a Court Order. Additional information regarding the right to privileged calls is posted in the dayroom.

"JAILHOUSE LAWYERS" -

- 1. Inmates have the right to legal help from other inmates **in their own classification unit** in preparation of writs, petitions, and other legal papers, unless the Corrections Division provides another means of assisting inmates acting in their own behalf with the courts.
- 2. The Officers may:
 - a. Limit the time for such meetings between inmates;
 - b. Limit those meetings to two persons;
 - c. Limit the place for such a meeting if there is a security risk or "real threat" to the safety and good order of the Corrections Facilities;
 - d. Prohibit and discipline an inmate for asking for or accepting any consideration, such as money, food, or sex, for jailhouse lawyer services.

SHAKEDOWNS - Shakedown will be conducted on a regular basis and as needed. Inmate's property may be somewhat displaced during the shakedown. Officers will not read inmate's legal documents during this search.

LOCKDOWN - Lockdown is the securing of inmates in their cell units, or on their bunks in a dormitory tank. If the tank has no cells, then the inmates are required to be on their bunks. Lockdown will occur based on classification, jail security, and standard operating procedure. Normal evening lock downs are generally at the same time; however this is subject to change due to facility needs.

If inmates are required to lock down, they will be ordered to "lock down," "go to your bunks" or an order similar to this. The meaning of the order will be clear and the inmates must immediately comply.

Regardless of the reason for the lockdown, the procedure is the same. Those inmates with cells located in their tanks will go **IMMEDIATELY** to their assigned cell and lock the door behind them. Inmates housed in tanks without cells will go **IMMEDIATELY** to their bunks, get on them, and remain quiet. The only time the inmates in the open bay tanks may leave their bunks during the night lock-down, is when they have to use the bathroom or have an emergency and need to speak with the Officer in charge. These are the ONLY exceptions.

A. **Night Lockdown** - To be posted per each tank or;

1. Tanks A, B, C, D, E, F, G / O, P, R and MS4... **10:00 PM - 5:00 AM**

2. Tanks H, I, J, K, L, M, and N..... **11:00 PM - 5:00 AM**

3. Administratively segregated tanks or cells; which have not completed dayroom, may go beyond the normal lock down times.

B. **Post-meal lockdown** - Post-meal lockdown is from the time the meal is completed until the trays are removed and the tank or pod is cleaned.

C. **Lockdowns shall be required during emergencies as well as many other service and activity routines.**

NOTE: If inmates get into a fight and **you** do not lock down, it will be assumed you want to be part of the fight and you may be subjected to the same control measures and discipline as the initial combatants. In addition to the normally scheduled evening and meal lockdown times, inmates will comply with directives to lockdown for any reason.

D. Certain disciplinary and administrative segregation lockdown inmates are not allowed to be off of lockdown with the other inmates in the tank. If this is the case, the general population inmates will be required to lock down while these inmates are out of their cells. When possible, disciplinary/Ad-Seg lockdown inmates will be allowed out of their cells for approximately one hour per day.

SPECIAL HOUSING - If it is determined that you are an escape risk, prone to assault staff or other inmates, or likely to need protection from other inmates, you will be placed in the appropriate special housing. You will be afforded Title 15 rights, except under extreme circumstances of danger to yourself, other inmates, or Jail Staff. The Jail Commander must approve any suspension of Title 15 rights.

DISCIPLINARY ISOLATION - Disciplinary Isolation CDI is a form of discipline imposed on inmates whose actions warrant such discipline based on major jail rule violations or an accumulation of minor violations. Inmates placed in Disciplinary Isolation will still receive their Title 15 rights. Disciplinary penalties have been developed to maintain the safe, secure, and orderly operation of the jail facilities.

A. Inmates will be allowed to possess only the following items while housed in Disciplinary Isolation:

1. One mattress unless specified by medical

2. All jail issued clothing and bedding

3. Jail issued cup, shampoo and hygiene kit

4. Jail issued rulebook

5. Pencil, paper, and envelope on request (requests must be made to commissary and items will be passed out on Thursdays only)

6. Legal mail

7. One book of faith (i.e., Bible, Book of Mormon, Koran, etc.)

All other property in the inmate's possession will be stored until they are released from Disciplinary Isolation. All library books will be returned to the designated book supply area.

B. Inmates will lose the following privileges while housed in Disciplinary Isolation:

1. All visits other than attorney visits

2. Television

3. Law library (unless Pro Per) and access to books from the inmate library cart

4. Participation in programs

5. Outdoor recreation

6. The ability to order commissary

Inmates on DI shall not be denied access to the courts or their attorney. Inmates can send and receive personal mail. Newspapers, books, and other periodicals will be stored until the inmate is released from isolation.

Inmates on Disciplinary Isolation will be locked down for approximately twenty-three (23) hours a day. They will be allowed out approximately one hour a day for dayroom and use of phone, exercise and shower. During this time out, they shall stay within the clearly marked red boundary line in the dayroom. Talking to other inmates within the tank will not be tolerated and may result in a loss of dayroom or exercise/recreation time for that day, and may result in further discipline. Administrative Segregation inmates housed in a tank with inmates on DI will have no contact with the inmate on DI. Administrative Segregation inmates will stay within the clearly marked red boundary line in the dayroom.

INMATES ON DISCIPLINARY ISOLATION WILL RECEIVE TWO COLD MEALS EACH DAY. INMATES PLACED ON SPECIAL DISCIPLINARY ISOLATION DIET (S.D.I.D.) WILL BE SERVED TWICE IN EACH 24 HOUR PERIOD AND SHALL BE IN INCREMENTS OF 72 HOURS CONTINUING ONLY WITH THE JAIL COMMANDER'S APPROVAL.

INTERCOMS - The intercoms in this facility are for your safety and care. **They are to be used to report emergencies and other immediate problems. Misuse and or covering of the intercoms will result in disciplinary action being taken against the offending inmate.**

INCARCERATION FEES - Inmates sentenced to serve time in the Placer County Jail may be charged fees for their incarceration. Those inmates housed at the Main Jail may be charged a fee of \$95.00 per day. Those inmates housed at Minimum Security may be charged a fee of \$78.00 per day.

The above listed incarceration fees are subject to change yearly. These fees are based on the inmate's ability to pay as determined by Placer County Revenue Services.

DIRECT ACCESS PHONE NUMBER TO PUBLIC DEFENDER - To call the Public Defender's Office, press the # button and dial the following two-digit number: #21 Public Defender

ELECTRIC SHAVERS - Inmates housed in special housing tanks (A, B, C, D, N, and R) and housed on Administrative Segregation or Disciplinary Isolation status anywhere in the jail will be allowed to use the electric shaver once a day, every day, during their allotted one hour of dayroom time. If any of these inmates have court, they will be allowed to use the shaver after breakfast if time allows. Inmates will be provided the opportunity to clean the razor heads with the approved disinfectant cleaning solution prior to using them. General population inmates who are housed in E, F, G, H, I, J, K, L, M, O, P, and MS4 tanks will be allowed to use the shavers after breakfast, after the tank has been cleaned, and Pill Pass has been conducted. The shaver(s) and cleaning solution will be made available to the general population inmates until approximately 10:00 PM, at which time staff will put the razor(s) away. The disinfectant solution is only to be used on the razor heads. Drinking the disinfectant may cause illness or death.

NO HOSTAGE POLICY - The Placer County Sheriff's Department Corrections Division maintains a **NO HOSTAGE FACILITY** and will not consider bargaining with hostage takers for any reason, including the following:

1. Escape
2. Exchange of hostages
3. Release of other inmates
4. Furnishing weapons
5. A supply of dangerous drugs or alcohol
6. Granting amnesty
7. Transportation

OUTSIDE ASSISTANCE UPON RELEASE - Should you be in need of assistance, the following services are available to you after you are sentenced:

1. Substance abuse treatment referral
2. Education referral
3. Mental health treatment referral
4. Probation: formal supervision
5. Income resources
6. Medical assistance
7. Veteran's assistance
8. Chaplain: housing information
9. Family services
10. Assistance with disability/medical/family benefits

The names and phone numbers of these services are printed on the back of your pre-booking intake sheet and placed in your property bag. You will have access to them upon your release.

JAIL SUBSTANCE ABUSE SERVICES - Provides eligible inmates with education, resources and placement referral information. Works closely with the Courts, Probation, and various county agencies both local and regional including locally based community organizations. Weekly educational program sessions are held at the Minimum Security facility through (Alcohol and Drug Abuse Prevention through Transition)(ADAPT). If you would like to speak with the jail counselor, send an inmate request form to the Substance Abuse Program stating your question or request.

- A. Your mailing address is:
(Inmate's Name & Jail I.D. Number)
Placer County Jail 2775 Richardson Dr.
Auburn, CA 95603
- B. Your return address shall be shown at the upper left corner of the envelope as:
(Inmate's Name and Housing Assignment)
Placer County Jail
2775 Richardson Dr.
Auburn, CA 95603

Commonly requested addresses

Parole:

Auburn Sub Unit1915

Grass Valley Hwy., Suite 500
Auburn, CA 95603
(530) 823-4188

Probation:

Placer County
10810 Justice Center, Suite 170
Roseville, CA 95678
(916) 543-7400

Revenue Services:

10810 Justice Center, Suite 100
Roseville, CA 95678

- C. Only those packages delivered by authorized carrier (UPS, Fed-Ex, US Mail, etc.) will be accepted unless prior approval has been received from the Jail Commander.
- D. Envelopes larger than 10"x 13" will not be accepted.
- E. If stamps, paper, or envelopes are mailed to an inmate, the whole letter will be returned to the sender. Any stickers attached to the envelopes or letters sent to an inmate will cause the entire letter to be returned to the sender. Greeting cards of any kind will not be accepted.
- F. There is no limit to the volume of mail an inmate may send or receive. Pre-stamped envelopes and writing paper may be purchased through commissary. Inmates will be limited to three (3) pounds of combustible materials (mail, books, magazines, newspapers, etc.) in their cells or bunks. 9"x 12" envelopes may be purchased through commissary to be used **ONLY FOR STORAGE OF PAPERWORK**, not for mailing. No other types of folders or envelopes may be used or possessed by inmates without prior written approval of the Jail Commander or his designee.
- G. Mail, both incoming and outgoing, shall be checked for contraband.
- H. Incoming Legal Mail will be opened and inspected for contraband in the inmate's presence. Legal Mail is defined as: confidential correspondence to or from an attorney, a state, federal court, holder of a public office, or the State Board of Corrections. Legal Mail is not mail sent to family members or friends, even if it contains copies of your legal papers, nor does it include mail to or from doctors, psychiatrists, Child Protective Services, Social Security, Outside Journey, Parole or Probation. You may send an unlimited amount of postage-free letters to your attorney or to the court. Inmates may also correspond, confidentially, with the facility manager or administrator.
- I. Inmates are permitted to purchase, receive, and read any books, newspapers, or periodicals accepted for distribution by the U.S. Post Office. The exception is for those items determined by the Jail Commander that may pose a threat to the safety and security of the facility. Books and periodicals sent directly from the distributors approved by Jail Administration will be accepted: Amazon, Bartleby, Zooba and Christian Book Distributor, Peabody, MA. No pages or pictures removed from books or periodicals will be accepted and, if included in incoming mail, may cause the entire letter to be returned to sender. Hardback books will not be accepted and will be returned to sender.
- J. The following publications will be withheld and are not permitted: those violating postal regulations; those depicting harmful or unlawful sexual conduct; those describing weapons manufacture; those describing or encouraging activities that tend to incite violence or disruption, including racist materials; and publications threatening the safety of any person inside the jail. Sexually explicit publications or publications featuring nudity will not be allowed. This section also applies to nude pictures sent through the mail. "Sexually explicit" means a pictorial depiction of actual or simulated sexual acts including sexual intercourse, oral sex, or masturbation. "Nudity" means a pictorial depiction where genitalia, buttocks or female breasts are exposed. Pictures and or publications that may be deemed sexually offensive to the same sex or opposite sex will not be allowed. Publications which describe or depict unlawful activities will not be allowed. The Jail Commander may approve or disapprove certain publications for appropriateness. Publications or pictures that are not allowed will be placed in the inmate's personal property bag. A receipt with an explanation as to why the item was denied will be given to the inmate. If returned to sender, a receipt will not normally be given.
- K. You may have the following authorized possessions in your cell or dormitory drawer:
 - 1. Books/Magazines
 - a. Two books from the inmate library cart
 - b. Two personally owned books
 - c. Two magazines
 - d. Two religious books
 - 2. Newspapers
 - a. A total of two
- L. The Jail Commander must approve books and educational materials for correspondence courses.
- M. If an Officer withholds mail from an inmate, written notice shall be given to the inmate regarding its content and reason for the action.
- N. Funds will be accepted for deposit in the inmate's account. The only funds accepted through the mail are:
 - 1. Certified or Cashier's Checks from American banks (\$70.00 maximum per check)
 - 2. Money Orders (\$70.00. maximum per Money Order)

3. Government, State or Municipal checks (any amount, subject to approval) with the exception of Welfare or Unemployment Checks.
- O. Inmates may receive correspondence from inmates at correctional facilities, including Placer County Jail and Minimum Security Barracks, unless such correspondence would pose a threat to the safety and security of this or any other correctional facility, or would threaten the safety of any person inside or out of this or any other facility.
- P. Letters that have any identifiable gang-affiliated writing, or publications with gang affiliated articles in or on them will not be accepted. This includes writings that appear to be in code or disguised.

HABEAS CORPUS - Forms for petition for Writ of Habeas Corpus are available upon request from the Officers. If the form for petition is not provided in a timely manner, the inmate should notify the Jail Supervisor or Jail Commander in writing.

INMATE GRIEVANCES -

- A. All inmates have the right to appeal and have resolved grievances related to any condition of their confinement; however, grievances are to be filed on an individual basis. So-called, "Group" or "Class-action" grievances will not be accepted. The following are non-grievable issues:
 1. Legal decision as directed by the court
 2. Inmate disciplinary actions (A specific hearing procedure is provided for disciplinary actions.)
- B. When an inmate has a grievance, he should attempt to resolve it at the lowest level possible, including discussion with an Officer. However, when an inmate requests a grievance form, an Officer will provide the form.
- C. There are three levels at which an inmate grievance may be resolved. Every attempt will be made to resolve the grievance at the lowest possible level. If an inmate is dissatisfied with the resolution, he has the right to appeal to the next level.
 1. **Level 1 - SHIFT SUPERVISOR -**
 - a. The Shift Supervisor must provide a reply, and a resolution, if possible, for the grievance and return it to the inmate within five (5) business days.
 - b. If the inmate disagrees with this reply or resolution, he may appeal to the next level by signing the grievance form and checking the "Yes" line following "I wish to appeal to the next level" and returning the form to an Officer **IMMEDIATELY**.
 2. **Level 2 - JAIL SUPERVISOR, MEDICAL DIRECTOR OR CENTRAL KITCHEN SUPERVISOR -** If the grievance cannot be resolved at Level 1, the grievance will be reviewed at Level 2.
 - a. Level Two reviews must be completed and returned to the inmate within seven (7) business days.
 - b. If the inmate disagrees with the Level Two reply or resolution, he may appeal to the Jail Commander by signing the form and checking the "Yes" line next to "I wish to appeal to the Corrections Commander" and returning the form to the Floor Officer **IMMEDIATELY**.
 3. **Level 3 - JAIL COMMANDER** - If the grievance cannot be resolved at Level 2, the Jail Commander will review the grievance.
 - a. The Jail Commander's review must be completed and returned to the inmate within ten (10) business days excluding weekends and holidays.
 - b. The original completed grievance is to be filed in the Grievance Master File.
 4. **Limitation on Inmate Grievances** - The Jail Commander, at his discretion, may refuse to accept grievances from an inmate if it is found the inmate is filing an excessive number of grievances of a frivolous nature or grieving issues that were previously grieved and resolved.

CLASSIFICATION - Classification is the process that determines where an inmate will be housed while he is here. Classification is based on current behavior and attitude, charges, past criminal history, and behavior at this or other facilities in the past. Privileges may vary depending on the inmate's classification assignment.

- A. Classification is a continuously on-going process consisting of some or all of the following:
 1. Classification questions done at the time of booking
 2. Classification interview with a classification Officer
 3. Review of any disciplinary action taken against the inmate or incidents involving the inmate
 4. Review of CDC custodial records
 5. Conferences with probation/parole Officers
 6. Officer observations of inmate attitude and behavior while in custody
- B. This facility is designed to reward responsible behavior, when possible, with more desirable living conditions. **FAILURE TO ABIDE BY THE JAIL'S RULES AND GET ALONG WITH STAFF AND YOUR FELLOW INMATES WILL RESULT IN PROGRESSIVELY LESS DESIRABLE LIVING CONDITIONS.** For those inmates who are later sent to state prison, poor behavior here can result in a higher security classification in the prison, as disciplinary write-ups may be sent to CDC.
- C. Housing assignments may be appealed to the Classification Unit. If the inmate disagrees with the resolution, he may appeal to the Jail Commander via the grievance process.

RELIGIOUS SERVICES -

- A. The religious program provides services and spiritual guidance for all inmates, regardless of denomination or faith. The Jail Chaplain will conduct weekly nondenominational services.
- B. You may request arrangements for specific denominational practice, or personal spiritual guidance, through the Jail Chaplain.
- C. All religious services and personal spiritual guidance will be conducted in a designated quiet area.
- D. Marriages and baptisms will not be offered as a function of the Chaplaincy Program.

MEDICAL SERVICES - If you are in need of medical care, dental care, drug rehabilitation, alcohol counseling, mental health attention or testing for communicable diseases (such as AIDS), submit a Request for Medical Care form. This form is normally located in the housing unit. If no slips are located in the housing unit, then request one from an Officer or the pill call nurse at AM or PM pill call.

- A. All medical request slips must be placed in the medical box located in each housing unit. If the inmate's medical problem is not an emergency, he will be scheduled for sick call. Inmates can expect to be seen on sick call the business day following the day their request is submitted, barring any emergency condition. Sick call is announced in each tank on the loudspeaker. It is the inmate's responsibility to show up, not the staff's responsibility to locate him. If an inmate fails to attend sick call, then another Request for Medical Care must be submitted in order for the inmate to be rescheduled for the next sick call.
- B. Inmates will be screened and evaluated by a member of the Medical Staff. Within 14 days of incarceration, all inmates will be required to have a Health Appraisal and TB test, at no charge. Medical Staff includes a physician, psychiatrist, dentist, licensed clinical social worker, physician's assistant, and nurse.

C. **INMATE CO-PAYMENT FOR MEDICAL SERVICES** -

- 1. All inmates will be charged \$3.00 for routine inmate initiated medical and dental services. This charge will be deducted from the inmate's commissary account.
- 2. No inmate will be refused medical treatment due to a lack of funds, i.e., if you do not have money on your books you will receive medical services.
- D. The Corrections Staff recognizes that incarceration is a traumatic experience; therefore, Mental Health Services are available through the Medical Staff. **If you feel despondent or suicidal, notify the Corrections or Medical staff immediately.**

E. **PILL CALL** -

- 1. Over-the-counter medications (Tylenol, Antacid) are available for order on commissary order forms. All indigent inmates will receive one Tylenol packet in the welfare pack given at commissary. The maximum number of Tylenol or antacid packets you may have at any time is 8. If you have an urgent need for Tylenol or antacid and have none in your possession, please notify the pod Officer for medical staff to evaluate you. If you require continuation of over-the-counter medications and are receiving the welfare pack, please complete a medical sick call request form to be seen by the medical provider.
- 2. If medications are prescribed for an inmate, it generally takes 24 hours for the nurse to receive the written order. However, it can take longer. If the nurse tells an inmate there is no written order for medication, it will not be delivered; it is illegal for a nurse to provide medication without an order.
- 3. Unless the nurse expressly tells an inmate otherwise, all medications must be taken at the nurse's cart. All narcotic pain medication will be received crushed for ingestion. You must always identify yourself by showing your wristband to the nurse and opening your mouth to be checked after you take the medication. **INMATES ARE NOT TO WALK AWAY FROM THE NURSE OR AN OFFICER WITHOUT FIRST TAKING THEIR MEDICATIONS, SHOWING THAT ALL MEDICATIONS HAVE BEEN SWALLOWED AND THAT THEIR CUP IS EMPTY. WATER IS THE ONLY ACCEPTABLE LIQUID FOR CONSUMPTION DURING PILL PASS.**
- 4. **D, E, F, G, H, I, J, K, L, M, MS4, and P tanks** -
 - a. When pill call is announced, inmates expecting medications will get a cup of water and take a seat at the forward-most dining tables. All inmates not receiving medication will lockdown on their bunks or assigned cells until released by the pod Officer.
 - b. Inmates will be called forward one at a time to receive their medications.
- 5. **All other tanks** - Inmates will be called out of their cells, one at a time, at the direction of the Officer. Inmates must have a cup of water with them.
- 6. Each inmate shall be advised and aware of what medications they are prescribed. If the inmate does not recognize the medication given him, he should clarify and confirm by asking the nurse about it BEFORE consumption. An inmate is not to receive another inmate's medication. Pill call occurs twice a day, usually between 5 a.m. to 6 a.m. and 5 p.m. to 6 p.m.

F. **HEALTH PROMOTION AND DISEASE PREVENTION** -

- 1. The medical staff has available to you a comprehensive selection of teaching materials for you to read and study away from the clinic area regarding disease prevention during incarceration. You can access these materials in the jail medical unit. The information and instructions include but are not limited to materials on controlling your blood pressure, managing your diabetes, learning to manage stress, sexually transmitted diseases, communicable diseases frequently seen with incarcerated persons, HIV, Hepatitis, regular exercise, reducing amount of fat and cholesterol in your intake, and prenatal care. HIV testing is offered to all inmates. Please read the inmate education board for directions.
- 2. Upon your release from custody, if you have been receiving medical and or mental health care while detained at this facility, you are encouraged to continue your health care with your private medical provider. At the time of your release from custody you will be provided with an information sheet designed to help ensure this continuity of care. This information is located on the back of the property sheet in your property bag.

MINIMUM SECURITY - Those inmates classified as Minimum Security may be transferred to a Minimum Security facility. **HOUSING IN MINIMUM SECURITY IS NOT A RIGHT.** It is based on classification and behavior. All Minimum Security inmates will be expected to work at job assignments selected by the Minimum Security Sergeant. If you wish to be transferred to a Minimum Security facility after sentencing, send a written request to the Classification Unit by filling out an Information Request Form.

LIBRARY - The Placer County Jail provides inmates with library privileges. This privilege is in the form of books located in the dayroom. The maximum number of library books an inmate may check out or possess at one time is two. Failure to return library books as directed will result in the loss of library privileges. Poor conduct or destruction of library books may cause loss of library privileges, discipline, or prosecution. At the time of release, any attempt to leave custody with library books in your possession may result in

prosecution for attempted theft.

LEGAL REFERENCE MATERIAL. PRO PER INMATES. NOTARY SERVICES - The Placer County Jail provides all inmates with access to legal reference materials; however, pro per inmates have priority. During the course of your incarceration; if the court grants you pro per privileges, you may submit an information request form to the Compliance Officer advising of your pro per status. Inmates may request to use the Law Library by contacting the Housing Unit Officer or Floor Officer. The Law Library is available for inmates from approximately 7:00 a.m. to 10:00 p.m., except during periods of lockdown.

LEGAL RESEARCH ASSOCIATES - The Placer County Sheriff has entered into an agreement with the firm Legal Research Associates (LRA) to provide legal research assistance to the inmates of this jail.

1. When you have a legal question, require legal forms, or want legal research materials, you can ask the housing unit Officer or floor Officer for a **LEGAL INFORMATION REQUEST** form. There are instructions on the back of the form to help you complete it.
2. Completed request forms are to be placed in the outgoing mailboxes in each housing unit. These forms will be processed by Jail staff Monday through Friday and sent by FAX to LRA on the next business day.
3. LRA will gather written materials that respond to your request, package each response individually addressed to you, and return it to the jail by overnight courier. Jail staff will screen the material for contraband and deliver your responses to you.
4. LRA will respond to all requests within 3 working days of receiving the request. If any request requires more time to answer, LRA will send you a memo explaining the need for additional time.
5. LRA gives priority to requests submitted by "pro per" inmates that is inmates who are court certified as representing themselves in pending criminal or civil cases; and to inmates who have imminent court dates.
6. You may ask for up to 5 separate items on each form. Only the first 5 items on any Request Form will be provided. You may file only two request forms per month unless you are court certified as "pro per" on your case. Access for "pro per" inmates will not be limited.

INMATES THAT ARE GRANTED PRO PER STATUS BY THE COURT -

Investigators - You may petition the Court for a licensed Public Investigator, who may act on your behalf to make copies, gather information file documents, etc. The Court may make an order appointing the investigator and the costs will be at the expense of the court. Investigators will be permitted "contact visits" to confer with you. Investigators shall submit any legal materials to the Officer for a security search prior to giving the materials to you.

Phone calls - inmate may request calls by petitioning the Court for calls at your expense.

Photocopies - inmates may request copies by petitioning the Court for photocopies at their expense.

Supplies - inmate shall purchase supplies available from commissary. Indigent pro per inmates may request a legal pad, eraser pencil, legal mailing envelope stamped "Legal Mail Only" and a 9 x 11 business size envelope to hold legal documents only, not for mailing purposes. Commissary reserves the right to deduct the cost of legal supplies from future funds and deposits made into an inmate's account. The jail will only mail those letters addressed to bona-fide legal entities such as; attorney, judge and courts.

Notary Services - are available on-site upon request Monday through Friday. An inmate or an outside source must supply the necessary documents to be notarized. Inmates may send an Information Request Slip requesting services from the notary. Notary requires a minimum 48-hour turnaround from receipt of documents. Currently there is no charge for this service. (Subject to change)

WORK FURLOUGH. WORK RELEASE. COUNTY PROBATION - Inmates requesting Work Furlough, Work Release, or County Probation shall mail a request for application to:

Placer County Probation Department

11564 "C" Avenue

Auburn, CA 95603

Attn: Work Furlough Administrator

1381 DEMAND - When an inmate qualifies (by being sentenced on all charges) to request a 1381 form on local charges, he may request the 1381 form using the information request slip, fill out the form and send all copies intact to the Court Liaison whereas they will complete the process and return the pink copy to the inmate. When an inmate qualifies to request a 1381 form who is sentenced and waiting for transport to state prison, he may: request the form on an information request slip and take the form to state prison and submit it at that time. When an inmate qualifies (by being sentenced to more than 90 days on all charges) to request a 1381 form on out-of-county charges, he may request the 1381 form using the information request slip. The inmate shall fill it out completely and send all copies intact to the Court Liaison whereas they will complete the process and return the pink copy to the inmate. If the inmate has been sentenced to state prison, the prison will provide a 1381 form upon arrival.

MEDIA - Inmates are allowed to correspond freely with, or be interviewed by, the media, as long as such access does not disturb the security, order, or safety of the facility. During an emergency, media access may be suspended. The Jail Commander, in advance of the proposed interview, must approve all requests for "face-to-face" or on-camera interviews by the inmate or by the media. All other media interviews must be conducted during the inmates' normal visiting time and dates.

EDUCATION - The Inmate Education Program (IEP) offers a variety of classes and resources: GED Preparation, Employability and Life Skills, English as a Second Language, and Career Technical Education (computers and food service.) If you wish to participate or find out what is offered, send a request to: Attn: Inmate Adult Education Program.

Instruction is limited to certain classifications in the Main Jail and Minimum Security Barracks. The IEP reserves the right to enroll inmates based on their ability to attend enough coursework to allow for measurable learning to occur. It is recommended that inmates have a minimum sentence or expected stay of 30 days or more to enroll in classes. If a class is full, a waiting list will be created and

monitored by IEP staff and inmates will be notified when space is available. Inmates are required to take a pre and post CASAS test or other appropriate examination to qualify for the early release program. Inmates must also have regular attendance and be productive in class.

10 days of IEP attendance equals one day of early release (Main Jail or Minimum Security Barracks)

Early release credit not to exceed 10 days.

Inmates are to track their progress toward early release - please do not ask the instructors.

Early release credit earned through the IEP is a privilege, not a right. Placer County Jail reserves the right to deny full or partial credit due to disciplinary action.

Any books or other instructional materials loaned through check-out system from the IEP to the inmate must be returned in the same condition as when loaned.

Any lost or damaged materials may result in a charge to the inmates commissary account to cover replacement costs.

All IEP material is to be staple-free. If materials or items are discovered to have staples, it will be considered contraband and removed from inmate use.

INMATE RIGHT TO FREEDOM OF EXPRESSION WITHIN THE JAIL -

- A. Inmates have the right to freely express their views as long as they are not posing a threat to the security of the jail or posing a clear danger of violence or disruption.
- B. The Corrections staff cannot forbid an inmate from, or punish an inmate for, peacefully expressing views that seem to conflict with the values of staff and or the department, as long as such views are expressed in a fashion that does not pose a potential for disrupting the facility.
- C. Corrections Staff may prohibit groups of inmates from meeting for the purpose of expressing views that would present a clear danger of violence or disruption.
- D. Corrections Staff may take immediate disciplinary action against an inmate whose speech is inflammatory or expressing violence, and/or who encourages others to act in such a way that would interfere with the normal operation of the Jail. Refusing to respond to a lawful order given by a staff member may also result in disciplinary action.
- E. Inmates do not have the right to organize a labor union within a Jail.

VOTING -

A. Eligible inmates shall be allowed to vote in local, state, and federal elections. In order to vote in an upcoming election, an inmate must complete a voter registration card and mail it to the Registrar of Voters in the county in which he resides no later than 15 days prior to that election.

B. All voting shall be done by vote by absentee mail-in ballot.

1. The inmate shall write the Registrar of Voters in the county in which he is registered to request an absentee mail-in ballot. The inmate must provide the following information:
 - a. Printed name as registered
 - b. Written signature as registered
 - c. Current address as registered
 - d. Address to which the absentee ballot is to be sent.
2. The Registrar of Voters in the county in which the inmate is registered must receive all requests for absentee ballots/vote by mail no later than seven days prior to the election.
3. An exception to the above may be made on an emergency basis and by using the following procedure:
 - a. A handwritten note may be hand carried to the Registrar of Voters in the county where the inmate is registered. The note must contain the following:
 1. The inmate's printed name as registered;
 2. The inmate's written signature as registered;
 3. Current address as registered;
 4. Specific name of the person who is to pick up and return the vote by mail ballot.
 - b. Once the vote-by-mail ballot is obtained, it may be hand-carried to the inmate for voting and immediately returned to the Registrar of Voters by the person who brought it to him.
- c. An inmate may request a voter registration form and/or vote by mail ballot application from the Placer County Elections Division, 2956 Richardson Drive, Auburn, California 95603. The completed form and/ application must be returned to the Registrar of Voters in the county in which the inmate resides. A completed form and/or application for a county other than Placer County delivered to the Placer County Elections Division shall be forwarded to the proper county for the inmate. **ACCESS TO COUNSEL -**

A. All inmates, whether pretrial or sentenced, have the right to access legal counsel.

B. To obtain legal counsel, an inmate may telephone private counsel or the Public Defender's Office from the dayroom phones. An inmate may also use the telephones in each cellblock to call private counsel or the Public Defender's Office.

C. When legal counsel or defense investigator meets with an inmate, they are to be provided with adequate space for a private meeting.

LEGAL MATERIAL -

1. Only items of transcripts, copies of legal pleadings, police reports, or other legal memoranda regarding the inmate's case may

be left with the inmate. Staples and paper clips must be removed. Bindings and folders are not allowed.

2. The Correctional Staff may inspect legal material for contraband only in the presence of the inmate.

TELEPHONE -

- A. During booking, all new inmates shall be allowed the opportunity to make three (3) free local phone calls no later than three hours after arrest, except where physically impossible.
- B. Once housed, inmates may make outgoing telephone calls from their day rooms at any time while access to the telephones is permitted. **USE OF THESE TELEPHONES IS A PRIVILEGE NOT A RIGHT AND MAY BE REVOKED OR RESTRICTED.** Prisoner conduct will determine availability. The telephone will be turned off at lock down time and other times as deemed by the Jail Administration.
- C. Telephone calls to the Public Defender's Office are free. Additionally, lists of free calls to support agencies will be posted in the dayroom. All other calls made from the dayroom telephone must be collect calls. The charges for these calls are specified before the collect call is accepted.
- D. Three-way calling in this facility is strictly forbidden. If you attempt a three-way call, your phone will automatically disconnect. Things that will cause the phone to disconnect are: If the person you are calling has call waiting; If you or the person you are calling presses buttons on the phone during a call; If the person you call places you on hold.
- E. For your information, phone calls made by inmates to anyone other than an attorney, religious advisor, or licensed physician, are not considered confidential. These calls are subject to monitoring and/or recording, and your call constitutes your consent to the monitoring and/or recording. Telephone calls to the Public Defender's Office and many other local attorneys are automatically considered privileged and not recorded/monitored. To ensure that your call to your attorney is confidential, please submit an Inmate Request Form to the Compliance Office with all relevant information including your attorney's name and phone number. To request privileged and confidential status on any other particular phone call, you must submit an Inmate Request Form to the Compliance Office for consideration at least 48 hours in advance of the call, or obtain a Court Order. Additional information regarding the right to privileged calls is posted in the dayroom.

"JAIL HOUSE LAWYERS" -

1. Inmates have the right to legal help from other inmates **in their own classification unit** in preparation of writs, petitions, and other legal papers, unless the Corrections Division provides another means of assisting inmates acting in their own behalf with the courts.
2. The Officers may:
 - a. Limit the time for such meetings between inmates;
 - b. Limit those meetings to two persons;
 - c. Limit the place for such a meeting if there is a security risk or "real threat" to the safety and good order of the Corrections Facilities;
 - d. Prohibit and discipline an inmate for asking for or accepting any consideration, such as money, food, or sex, for jailhouse lawyer services.

SHAKEDOWNS - Shakedown will be conducted on a regular basis and as needed. Inmate's property may be somewhat displaced during the shakedown. Officers will not read inmate's legal documents during this search.

LOCKDOWN - Lockdown is the securing of inmates in their cell units, or on their bunks in a dormitory tank. If the tank has no cells, then the inmates are required to be on their bunks. Lockdown will occur based on classification, jail security, and standard operating procedure. Normal evening lockdowns are generally at the same time; however this is subject to change due to facility needs.

If inmates are required to lock down, they will be ordered to "lock down" "go to your bunks" or an order similar to this. The meaning of the order will be clear and the inmates must immediately comply.

Regardless of the reason for the lockdown, the procedure is the same. Those inmates with cells located in their tanks will go **IMMEDIATELY** to their assigned cell and lock the door behind them. Inmates housed in tanks without cells will go **IMMEDIATELY** to their bunks, get on them, and remain quiet. The only time the inmates in the open bay tanks may leave their bunks during the night lockdown, is when they have to use the bathroom or have an emergency and need to speak with the Officer in charge. These are the **ONLY** exceptions.

- A. **Night Lockdown** - To be posted per each tank or;

1. Tanks A, B, C, D, E, F, G / O, P, R and MS4... **10:00 PM - 5:00 AM**
2. Tanks H, I, J, K, L, M, and N..... **11:00 PM - 5:00 AM**
3. Administratively segregated tanks or cells; which have not completed dayroom, may go beyond the normal lock down times.

- B. **Post-meal lockdown** - Post-meal lockdown is from the time the meal is completed until the trays are removed and the tank or pod is cleaned.

- C. **Lockdowns shall be required during emergencies as well as many other service and activity routines.**

NOTE: If inmates get into a fight and **you** do not lock down, it will be assumed you want to be part of the fight and you may be subjected to the same control measures and discipline as the initial combatants. In addition to the normally scheduled evening and meal lockdown times, inmates will comply with directives to lockdown for any reason.

- D. Certain disciplinary and administrative segregation lockdown inmates are not allowed to be off of lockdown with the other inmates in the tank. If this is the case, the general population inmates will be required to lock down while these inmates are out of their cells. When possible, disciplinary/Ad-Seg lockdown inmates will be allowed out of their cells for approximately one hour per day.

SPECIAL HOUSING - If it is determined that you are an escape risk, prone to assault staff or other inmates, or likely to need protection from other inmates, you will be placed in the appropriate special housing. You will be afforded Title 15 rights, except under extreme circumstances of danger to yourself, other inmates, or Jail Staff. The Jail Commander must approve any suspension of Title 15 rights.

DISCIPLINARY ISOLATION - Disciplinary Isolation CDI is a form of discipline imposed on inmates whose actions warrant such discipline based on major jail rule violations or an accumulation of minor violations. Inmates placed in Disciplinary Isolation will still receive their Title 15 rights. Disciplinary penalties have been developed to maintain the safe, secure, and orderly operation of the jail facilities.

A. Inmates will be allowed to possess only the following items while housed in Disciplinary Isolation:

1. One mattress unless specified by medical
2. All jail issued clothing and bedding
3. Jail issued cup, shampoo and hygiene kit
4. Jail issued rulebook
5. Pencil, paper, and envelope on request (requests must be made to commissary and items will be passed out on Thursdays only)
6. Legal mail
7. One book of faith (i.e., Bible, Book of Mormon, Koran, etc.)

All other property in the inmate's possession will be stored until they are released from Disciplinary Isolation. All library books will be returned to the designated book supply area.

B. Inmates will lose the following privileges while housed in Disciplinary Isolation:

1. All visits other than attorney visits
2. Television
3. Law library (unless Pro Per) and access to books from the inmate library cart
4. Participation in programs
5. Outdoor recreation
6. The ability to order commissary

Inmates on DI shall not be denied access to the courts or their attorney. Inmates can send and receive personal mail. Newspapers, books, and other periodicals will be stored until the inmate is released from isolation.

Inmates on Disciplinary Isolation will be locked down for approximately twenty-three (23) hours a day. They will be allowed out approximately one hour a day for dayroom and use of phone, exercise and shower. During this time out, they shall stay within the clearly marked red boundary line in the dayroom. Talking to other inmates within the tank will not be tolerated and may result in a loss of dayroom or exercise/recreation time for that day, and may result in further discipline. Administrative Segregation inmates housed in a tank with inmates on DI will have no contact with the inmate on DI. Administrative Segregation inmates will stay within the clearly marked red boundary line in the dayroom.

INMATES ON DISCIPLINARY ISOLATION WILL RECEIVE TWO COLD MEALS EACH DAY. INMATES PLACED ON SPECIAL DISCIPLINARY ISOLATION DIET (S.D.I.D.) WILL BE SERVED TWICE IN EACH 24 HOUR PERIOD AND SHALL BE IN INCREMENTS OF 72 HOURS CONTINUING ONLY WITH THE JAIL COMMANDER'S APPROVAL.

INTERCOMS - The intercoms in this facility are for your safety and care. **They are to be used to report emergencies and other immediate problems. Misuse and or covering of the intercoms will result in disciplinary action being taken against the offending inmate.**

INCARCERATION FEES - Inmates sentenced to serve time in the Placer County Jail may be charged fees for their incarceration. Those inmates housed at the Main Jail may be charged a fee of \$95.00 per day. Those inmates housed at Minimum Security may be charged a fee of \$78.00 per day.

The above listed incarceration fees are subject to change yearly. These fees are based on the inmate's ability to pay as determined by Placer County Revenue Services.

DIRECT ACCESS PHONE NUMBER TO PUBLIC DEFENDER - To call the Public Defender's Office, press the # button and dial the following two-digit number: #21 Public Defender

ELECTRIC SHAVERS - Inmates housed in special housing tanks (A, B, C, D, N, and R) and housed on Administrative Segregation or Disciplinary Isolation status anywhere in the jail will be allowed to use the electric shaver once a day, every day, during their allotted one hour of dayroom time. If any of these inmates have court, they will be allowed to use the shaver after breakfast if time allows. Inmates will be provided the opportunity to clean the razor heads with the approved disinfectant cleaning solution prior to using them. General population inmates who are housed in E, F, G, H, I, J, K, L, M, O, P, and MS4 tanks will be allowed to use the shavers after breakfast, after the tank has been cleaned, and Pill Pass has been conducted. The shaver(s) and cleaning solution will be made available to the general population inmates until approximately 10:00 PM, at which time staff will put the razor(s) away. The disinfectant solution is only to be used on the razor heads. Drinking the disinfectant may cause illness or death.

NO HOSTAGE POLICY - The Placer County Sheriff's Department Corrections Division maintains a **NO HOSTAGE FACILITY** and will not consider bargaining with hostage takers for any reason, including the following:

1. Escape
2. Exchange of hostages
3. Release of other inmates
4. Furnishing weapons

5. A supply of dangerous drugs or alcohol
6. Granting amnesty
7. Transportation

OUTSIDE ASSISTANCE UPON RELEASE - Should you be in need of assistance, the following services are available to you after you are sentenced:

1. Substance abuse treatment referral
2. Education referral
3. Mental health treatment referral
4. Probation: formal supervision
5. Income resources
6. Medical assistance
7. Veteran's assistance
8. Chaplain: housing information
9. Family services
10. Assistance with disability/medical/family benefits

The names and phone numbers of these services are printed on the back of your pre-booking intake sheet and placed in your property bag. You will have access to them upon your release.

JAIL SUBSTANCE ABUSE SERVICES - Provides eligible inmates with education, resources and placement referral information. Works closely with the Courts, Probation, and various county agencies both local and regional including locally based community organizations. Weekly educational program sessions are held at the Minimum Security facility through (Alcohol and Drug Abuse Prevention through Transition)(ADAPT). If you would like to speak with the jail counselor, send an inmate request form to the Substance Abuse Program stating your question or request.

RULES OF INMATE CONDUCT

DISCIPLINARY SECTIONS

SECTION	PAGE
1. Assaults/Coercion.....	24
2. Sexual Offenses	25
3. Clothing/Bedding	25
4. Conduct	26
5. Contraband and Unauthorized Possessions	29
6. Counts – Inmates	30
7. Destruction of Property	30
8. Emergency.....	31
9. Escapes	31
10. Fires	31
11. Gambling	31
12. Grooming and Personal Hygiene.....	32
13. Insubordination	32
14. Mail.....	32
15. Meals	33
16. Medical Care	33
17. Recreation	34
18. Riots – Food Strikes	34
19. Thefts	34
20. Unauthorized Communication	34
21. Under the Influence of Alcohol, Narcotics, or Unprescribed Drugs	34
22. Visits	35
23. Work Assignments	37
24. Minimum Security	38

INMATES DISCIPLINARY PROCEDURE - CORRECTION FACILITIES

DISCIPLINARY ACTIONS - For the safety and security of all staff and inmates, you are required to comply with all applicable laws

(Local, State, and Federal), correction facility regulations, and staff directives. Violations may result in disciplinary sanctions, civil prosecution, or criminal prosecution.

A. Facility rules must be followed. Failure to do so may lead to:

1. Reprimand
2. Loss of one or more privileges for up to 30 days
3. Restitution through civil prosecution
4. Disciplinary isolation
5. Loss of "Good Time" and/or "Work Time" credit that may have been earned
6. Removal from inmate worker status
7. Criminal prosecution
8. Disciplinary diet

TYPES OF OFFENSES - Facility rules are separated into three categories:

A. **LEVEL ONE VIOLATIONS** -

1. A Level One offense is a rule violation in which any or all of the following sanctions may be imposed:

- a. Reprimand
- b. Loss of one or more privileges for 30 days
- c. Restitution through civil prosecution
- d. Disciplinary isolation
- e. Loss of "Good Time" and/or "Work Time" credit that may have earned
- f. Removal from work detail
- g. Criminal prosecution
- h. Disciplinary diet

B. **LEVEL TWO VIOLATIONS** -

1. Minor violations of institution rules may be handled informally. By counseling and advising the inmate of expected conduct or assignment to an extra work detail in addition to removal from a work assignment without loss of work time credit, less than twenty-four (24) hours of lockdown time, or up to two weeks loss of commissary (all these are temporary loss of privileges).
2. Inmates do not have the right to a hearing for temporary loss of privileges. You may be allowed to appeal in a written format, see Section 3A.

C. **LEVEL THREE VIOLATIONS** - The category of violations not easily classified as either Level One or Level Two. The sanctions of either Level One discipline or Level Two discipline are based on the totality of the circumstances involved. Either Level One or Level Two discipline may be imposed at the discretion of the Reviewing/Hearing Supervisor.

D. **LEVEL ONE VIOLATIONS OR REPETITIVE ACTS OF NON-CONFORMANCE OR REPETITIVE LEVEL TWO VIOLATIONS** -

1. When Level One violations or repetitive minor acts of non-conformance or repetitive Level Two violations of institution rules occur, they shall be documented and the inmate shall be informed of the charges in writing. In addition:
 - a. Any charges pending against an inmate shall be acted on no earlier than 24 hours or later than 72 hours after the report is filed, except as required for inmate or staff safety or facility security. The report is considered filed when it is served on the inmate. The inmate may waive the 24 and/or 72 hour limitation for a hearing. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for a good cause.
 - b. The inmate shall be permitted to appear on his own behalf at the time of the hearing.
 - c. The inmate shall be advised of the action taken by the Disciplinary Officer by a copy of the record.

DISCIPLINARY HEARING - Should you receive a disciplinary sanction greater than a verbal reprimand; you are entitled to a Disciplinary Hearing.

- A. You are permitted to appear before the Hearing Sergeant on your own behalf, or if the discipline is a temporary loss of privilege you are allowed to appeal in a written format. Request an Inmate Disciplinary Appeal to a Supervisor form.
- B. You may have witnesses interviewed by the Officer writing the report, the Hearing Sergeant, or his designee, unless the Hearing Sergeant determines:
 1. Irrelevance,
 2. Lack of necessity, and/or
 3. Compromise of security.
- C. You may not confront or cross-examine witnesses unless determined necessary by the Hearing Sergeant.
- D. Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary penalties to guide inmate conduct. Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate upon booking. For those inmates who are illiterate or unable to read English, and for persons with disabilities, provision shall be made of the Jail staff to verbally instruct them or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties. E. Depending on your conduct, you may be subjected to pre-hearing detention. Credit for time served in pre-hearing detention is allowed.

APPEAL - You may appeal the findings of your hearing to the Jail Commander. If you want to appeal the findings of your hearing, you must appeal in writing on an Inmate Discipline Appeal to the Commander form, and you must submit your appeal within 72 hours after you receive the findings on your hearing. The Jail Commander or his designee may sustain, increase, decrease or dismiss the

discipline recommended by the hearing Officer.

EMERGENCY CONDITIONS - Emergency conditions may result in temporary suspension of the disciplinary process.

ASSAULTS/COERCION – LEVEL ONE VIOLATIONS -

ASSAULT DEFINED: Assault is the unlawful attempt, coupled with the present ability, to commit a violent injury on the person of another. Assault also includes any willful and unlawful use of force or violence upon the person of another.

- 1.1-1 No inmate shall assault any other person
- 1.1-2 No inmate shall coerce any other inmate to engage in any type of fight, or any other disruption.
- 1.1-3 No inmate shall attempt to obtain, by coercion, food, clothing, commissary, materials, or any other item from another inmate.
- 1.1-4 No inmate shall throw any substance or items such as: food, liquids, feces, blood, saliva, or urine at, around, or towards any other person.

SEXUAL OFFENSES – LEVEL ONE VIOLATIONS -

- 2.1-1 No inmate shall coerce any other person to engage in any kind of sexual conduct including, but not limited to, fondling of the genitals and anal or oral copulation.
- 2.1-2 No inmate shall engage in any kind of sexual activity, including but not limited to, fondling of the genitals and anal or oral copulation.

CLOTHING AND BEDDING – LEVEL ONE VIOLATIONS -

- 3.1-1 Each bunk will have no more than one mattress unless authorized by the Medical Staff and/or Shift Supervisor.
- 3.1-2 Mattresses are to remain on the bunks at all times. Under no circumstances are mattresses to be placed on the floor or removed from the cell, bunk, cell block, or dormitory.
- 3.1-3 No inmate shall use bedding, clothing, paper, or towels in an unauthorized manner (i.e., window coverings, light coverings, punching bag, weight bag, hammock, clothesline, etc.).
- 3.1-4 Clothing and blankets are not to be hung in any manner from the bunks.

CLOTHING AND BEDDING – LEVEL TWO VIOLATIONS -

- 4.2-1 Jail issued clothing is the only authorized dress. Exception: Work Furlough inmates will change to street clothing immediately prior to departing to their work assignments. Upon return, Work Furlough inmates shall immediately change to jail issued clothing.
- 4.2-2 Inmates shall be completely clothed, including footwear, in the dayroom. Inmates shall wear their over-shirt or T-shirt and pants. Female inmates are not allowed to wear their nightgowns in the dayroom, or wear night gowns under jail issued clothing. Female inmates will wear a T-shirt and pants or nightgowns, while in bunks for sleeping purposes. Females will wear bras outside their cell (except in the shower).
- 4.2-3 Anytime an inmate exits their bunking area of the dormitory housing units, he will have on a shirt, pants, and footwear. It does not matter how little time the inmate plans on spending outside the bunking area. For the purpose of this rule, loitering about the upper tier rail.
- 4.2-4 Clothing will be neat, clean, and properly worn. Shirt sleeves or pant legs will not be rolled up. Pant legs will not be tucked into socks or "pegged." This rule also applies to recreation yards.
- 4.2-5 Pants will not be "sagged" in any fashion. Shirts will not be rolled up or tied above the waist.
- 4.2-6 No inmate will have any extra clothing, bedding, or towels unless specifically authorized. All clothing and bedding with the exception of mattress must be returned to booking or the Minimum Security Office at the time of release.
- 4.2-7 Inmates will not wear thongs or shower shoes while outside the housing units or in the recreation yards.
- 4.2-8 Inmates will keep their assigned bunk and the area around it clean and orderly. Bunks will be neatly made when not in use.
- 4.2-9 Inmates will not climb, sleep, or put their feet upon dinning tables or any furniture in the day rooms.
- 4.2-10 Female Inmates must be fully dressed with bras, tee shirts, uniform shirts, uniform pants, and shoes when outside of their assigned housing units.
- 4.2-11 Male inmate must be fully dressed with tee shirts, uniform shirts, uniform pants, and shoes when outside of their assigned housing units.
- 4.2-12 Inmates will wear pants, shirts, and shoes at all times while in the recreation yards. Shower shoes or thongs are not allowed.
- 4.2-13 Female inmates assigned to Minimum Security are not allowed to use the showers or be in the laundry/sewing area during visiting hours without an Officer's permission.

CONDUCT – LEVEL ONE VIOLATIONS -

- 5.1-1 No inmate shall curse, swear at, make obscene or disrespectful gestures towards, or use any derogatory language toward any Officer, Judge, Probation or Parole Officer, Court employee, civilian employee, private citizen or other inmates. Inmates will not disrupt court, probation or parole proceedings.
- 5.1-2 No inmate shall lie or falsely represent the truth to any Officer or civilian employee to gain any advantages or

privilege.

- 5.1-3 No inmate shall falsely identify himself to an Officer or civilian employee of the Sheriff's Department.
- 5.1-4 No inmate shall enter any unauthorized area (i.e., offices, parking lot, etc.) unless directed by an Officer or civilian employee.
- 5.1-5 No inmate shall violate any Federal, State or local criminal statute.
- 5.1-6 No person shall aid or coerce another inmate into violating any Federal, State, or local criminal statute.
- 5.1-7 Smoking is prohibited while in custody at the Correction Facilities.
- 5.1-8 No inmate shall climb, in any fashion, the railing, safety bars, walls, or fixed equipment in the recreation yards.
- 5.1-9 Inmates will not use electrical outlets in any manner other than that for which they were designed.
- 5.1-10 Inmates housed in dormitory housing units will remain on their bunks after lockdown at night unless they are using the toilet or need to speak to an Officer about a medical or other type of emergency.
- 5.1-11 Inmates will not wear an identification wristband that belongs to another inmate. Wearing another inmate's wristband will be considered an attempt to escape and will result in criminal charges being filed for 4532 PC.
- 5.1-12 Inmates housed in dormitory housing units will remain on lockdown status until released by an Officer.
- 5.1-13 Inmates will not threaten any custody or civilian staff member.
- 5.1-14 Inmates will not horseplay around, or act aggressive toward a K-9 team.
- 5.1-15 Inmate will not touch, pet, or attempt to physically contact a K-9 team in any way.
- 5.1-16 Inmates will not expose themselves or masturbate in the presence of any custody or civilian staff members. Inmates will use privacy walls to avoid exposing themselves when showering.
- 5.1-17 Inmates may not enter a cell or bunk area where they do not have an assigned bunk.
- 5.1-18 Inmates that are temporarily released from custody on a court ordered or jail issued pass may not consume or possess any drugs, alcohol, or tobacco products while outside of the facility.
- 5.1-19 Inmates are required to advise Jail staff of any past or present medical condition including injuries or illnesses they are aware of that would restrict or prevent them from being able to perform duties as an inmate worker in the Main Jail MS4, Minimum Security, or as a Main Jail tank worker. All Minimum Security inmates are required to accurately complete job-screening portion of the Minimum Security Housing Admonishment.

CONDUCT – LEVEL TWO VIOLATIONS

- 6.2-1 Courtesy to staff and other inmates is required. Staff shall be addressed by their professional or personal title: Captain, Lieutenant, Sergeant, Officer, Deputy, Mr., Mrs., or Ms. Catcalls, whistling, or other noises denoting disrespect will not be tolerated.
- 6.2-2 All inmates shall wear their wristbands at all times and shall present the wristband on request of any employee of the Sheriff's Department.
- 6.2-3 No inmate shall engage in loud, boisterous, or disruptive behavior at any time.
- 6.2-4 After lockdown there will be no talking.
- 6.2-5 Inmates will not run anywhere in the facility except inside designated recreation areas or if directed by Jail staff during emergencies.
- 6.2-6 Inmates will not roam or wander outside the facility unless directed by Jail staff.
- 6.2-7 Inmates will not loiter near or enter into restricted areas unless directed to do so by an Officer. Some examples of restricted areas are: recreation yard doors, unused portions of dormitory housing, empty unassigned cells or bunks, and areas marked with red lines in day rooms or near Officer's stations.
- 6.2-8 Inmates assigned to H, I, L, or M tanks will not enter the multipurpose rooms without authorization from a tank Officer.
- 6.2-9 Inmates in dormitory housing will not enter the bathroom areas during mealtimes.
- 6.2-10 Inmates will not litter. All refuse will be placed into the proper containers.
- 6.2-11 All inmates will keep areas they occupy such as bunk areas, day rooms, cells, recreation yards, multipurpose rooms, visitation rooms, and law library neat and clean.
- 6.2-12 No inmate will change their assigned bunk, cell, housing unit without authorization from an Officer.
- 6.2-13 Inmates will remain in their cells during lockdown. Inmates housed in dormitory housing units will remain on their bunks after lockdown at night unless they are using the toilet or need to speak to an Officer about a medical or other type of emergency. Telephones and televisions will be turned off during lockdown and day rooms will be off limits.
- 6.2-14 Inmates will not sit or lie down on any bunk that is not assigned to them.
- 6.2-15 Inmates housed in dormitory housing will not enter or loiter in any bunk area unless their assign bunk is located there.
- 6.2-16 Inmates will not open or reach into another inmate's property drawer.
- 6.2-17 Inmates walking in the halls will walk single file on the red lines with their hands tucked into the front waistband of their pants. Inmates will not communicate with other inmates while in the halls.

- 6.2-18 Spitting is prohibited in all areas.
- 6.2-19 Inmates will have no more than two library books in their possession.
- 6.2-20 Inmate will not move any furniture without the approval of an Officer.
- 6.2-21 Computers in education classrooms will only be used as authorized by education instructors.
- 6.2-22 Inmates will not tune televisions to music channels.
- 6.2-23 Inmates will leave their assigned housing units without delay when told they are to report to medical, visiting, courts, or transport. Inmates will not cause delays to meal service.
- 6.2-24 Inmates will not lead or participate in group activities unless authorized by an Officer.
- 6.2-25 The rules of this facility will be enforced uniformly. "Officer shopping" will not be tolerated.

CONDUCT – LEVEL THREE VIOLATIONS -

- 7.3-1 No inmate shall disrupt or cause the disruption of the facility by any action whatsoever,
- 7.3-2 No inmate shall urinate or defecate in any place other than the provided appliances (toilet, urinal).
- 7.3-3 No inmate shall conspire, aid, abet, assist, or counsel, or act as a lookout for, any other inmate to violate any rule or regulation of this facility. Any person, who does act as a lookout or assists, etc., will be considered an accomplice to that violation and may be found in violation of the same rule.
- 7.3-4 There will be no "horse playing," play fighting, or sparring between inmates anywhere in the Correction Facilities.
- 7.3-5 Inmates will not approach the Officer stations beyond the yellow line, in the tank or booking, until authorized to do so by an Officer.
- 7.3-6 Inmates will not take ANYTHING from any Officer station or its confines without authorization of the Officer.
- 7.3-7 Re-formatting or changing any of the education computer programs is prohibited. The inmate will be charged with destruction of jail property.
- 7.3-8 Planting of viruses or tampering with the education computer programs is prohibited. The inmate will be charged with destruction of jail property.
- 7.3-9 Inmates will not use the intercoms in the hallways except to report an emergency.
- 7.3-10 Inmates will not use the intercoms in their cells or the day rooms except to report emergencies and to make reasonable requests about immediate problems. Requests about recreation time, court time, visitation, and other issues that are not an immediate problem, shall be addressed on the inmate Information Request Forms.
- 7.3-11 Inmates shall not cover interior or exterior windows in their cell, cell blocks, intercoms or vents
- 7.3-12 No inmate shall remove an electric razor from its designated shaving area.
- 7.3-13 No inmate shall make any noise(s) directed at a K-9 team that would distract the dog from its duties.
- 7.3-14 No inmate shall pass in close proximity of a K-9 team without first asking permission of the handler/Officer.
- 7.3-15 Three-way telephone calls are not permitted.

CONTRABAND DEFINED - Contraband is any item specifically not permitted in the Jail (i.e., weapons, tobacco, drugs, matches, lighters, drug paraphernalia, etc.), or any item not authorized by Jail administration or any item used in a way for which it was not originally intended (i.e., playing cards made into boxes, picture frames, pencil extenders or gambling chips or tokens, or portions of clothing or bedding used to make any type of jewelry, etc).

CONTRABAND - UNAUTHORIZED POSSESSION – LEVEL ONE VIOLATIONS -

- 8.1-1 No inmate will possess the wristband or other identification of another inmate.
- 8.1-2 Inmates will not possess any narcotic drug, alcoholic beverage, jail wine know as "pruno," or the ingredients used for making "pruno."
- 8.1-3 Inmates will not tattoo themselves or other inmates or allow themselves to be tattooed. Inmates will not possess any tattooing paraphernalia.
- 8.1-4 Inmates will not possess any weapon or unauthorized item capable of inflicting bodily harm.
- 8.1-5 Inmates will not possess any drug or narcotic that been has administered by jail medical staff. These items must be consumed at the time they are given.
- 8.1-6 Inmates will not possess any object designed to be stuck into an electrical outlet for lighting a cigarette ("stingers").
- 8.1-7 Inmates will not possess any tobacco, matches, lighters, rolling papers, cigarettes, any food or substance being dried for the purpose of smoking, or any smoking or chewing paraphernalia.
- 8.1-8 Inmates will not possess any item that could aid in their escape.
- 8.1-9 Inmates will not possess lewd, obscene, or pornographic material as described in Penal Code Section 311.
- 8.1-10 Inmates can only receive unstapled legal paperwork from professional visitors. Any other items must be approved by a Shift Supervisor.
- 8.1-11 Gang related pictures, artwork, writings, or symbols are not allowed anywhere in the facility.

CONTRABAND - UNAUTHORIZED POSSESSIONS – LEVEL TWO VIOLATIONS -

- 9.2-1 Inmates who are authorized to use a felt tip or ballpoint pen in their work assignment shall not remove these instruments from the work area.

CONTRABAND - UNAUTHORIZED POSSESSIONS – LEVEL THREE VIOLATIONS -

- 10.3-1 Food served during meal service will be consumed at the time it is served and not stored. Food trays and leftover food will be turned in and disposed of after each meal. Inmates may store food items purchased through the jail commissary system.
- 10.3-2 No inmate will have any cash in his possession at any time.
- 10.3-3 Inmate will not possess any item of contraband, including any altered jail property or commissary item. All items will be used as they were originally intended
- 10.3-4 Inmate will not have more than \$70.00 worth of commissary items in their possession at any time
- 10.3-5 Inmates will not possess any writing utensils other than a jail issue pencil. Other writing utensils must be approved by the Corrections Commander.
- 10.3-6 Inmates will be held responsible for any contraband or authorized materials found in their cells or bunks.
- 10.3-7 Inmates serving time in disciplinary isolation will possess only those commissary items available in inmate welfare packets. All other commissary items are prohibited.
- 10.3-9 Inmates housed in dormitory housing will not remove toilet paper from the bathroom areas or store it in their bunks.

INMATE COUNTS – LEVEL TWO VIOLATIONS -

- 11.2-1 Each inmate shall stand in front of, sit, or lie down on, his bunk, at the discretion of the counting Officer until the count has been completed, with his wristband in clear view.
- 11.2-2 No inmate shall engage in talking during the inmate count.
- 11.2-3 Each inmate shall promptly attend all counts unless excused by an Officer or civilian employee of the Sheriff's Department.
- 11.2-4 No inmate shall leave his barracks, housing unit, bunk, or cell until the counting Officer so advises.

INMATE COUNTS – LEVEL THREE VIOLATIONS -

- 12.3-1 No inmate shall purposely cause a count to be incorrect (i.e., hiding, hanging blankets over bunks).
- 12.3-2 No inmate shall willfully cause any delay in the count being completed.
- 12.3-3 Inmates in A, B, C, D, E, F, G, J, K, N, O, P, and R tanks will stand in front of their cell door for wristband checks at 7:00 AM, 1:00 PM, and 7:00 PM Inmates in H, I, L, M, and MS4 tanks will remain on or next to their bunks, at the discretion of the tank Officer, with their wristbands clearly visible.

DESTRUCTION OF PROPERTY – LEVEL ONE VIOLATIONS -

- 13.1-1 No inmate shall willfully damage, destroy, or deface property belonging to the Jail. This includes the cutting, ripping, or stretching of clothing or bedding issued by the County. Any person who destroys or damages any Jail property may be held financially responsible or criminally charged (4600 PC). Inmates shall be held responsible for any damaged County property found in their cells or in their possession.
- 13.1-2 No inmate shall willfully damage or destroy property belonging to any other inmate. Any person who destroys or damages another inmate's property may be criminally charged (4600 PC).
- 13.1-3 No inmate shall tamper with, alter, jam, or otherwise damage or destroy any lock, lock mechanism, or security device.
- 13.1-4 No inmate shall willfully destroy, alter, or deface any facility documents, records, notices, signs, or bulletin device.
- 13.1-5 Inmates will not destroy, damage, alter, or tamper with any electric razor.
- 13.1-6 Inmates will not store or possess any electric razor parts.

DESTRUCTION OF PROPERTY – LEVEL TWO VIOLATIONS -

- 14.2-1 No clothing, towels, pictures, or other articles shall be hung on or attached to the walls, lights, windows, bars, security glass, or bunks.

DESTRUCTION OF PROPERTY – LEVEL THREE VIOLATIONS -

- 15.3-1 No inmate shall willfully clog sinks, showers, drains, toilets, water, sewage, or ventilation systems.
- 15.3-2 No inmate shall write on any wall, or bunk other object not designed to be written on in the Placer County Jail.

EMERGENCY – LEVEL ONE VIOLATIONS -

- 16.1-1 All inmates will follow the orders given by employees of the Sheriff's Department during an emergency. Anyone not following an order may be criminally charged (148 PC).

EMERGENCY – LEVEL THREE VIOLATIONS -

- 17.3-1 No inmate shall make a false report of an emergency. Anyone making a false report may be criminally charged. (148.3, 148.5 PC)

ESCAPE – LEVEL ONE VIOLATIONS -

- 18.1-1 No inmate shall attempt to escape. Anyone attempting to escape will be charged with a felony (4532 PC).
- 18.1-2 No inmate shall aid, counsel, abet, or assist in any manner any inmate to escape or attempt to escape.

FIRES – LEVEL ONE VIOLATIONS -

- 19.1-1 No inmate shall aid, counsel, abet, or assist in any manner any inmate to start any unauthorized fire.
- 19.1-2 No inmate shall start any unauthorized fire of any kind.

FIRES – LEVEL THREE VIOLATIONS -

- 20.3-1 No inmate shall make a false report of a fire. 20.3-2 No inmate shall tamper with any fire-fighting equipment (i.e., hoses, fire extinguishers, etc.).
- 20.3-3 No inmate shall possess any item upon which evidence of burning exists. 20.3-4 No inmate shall possess more than two newspapers at any time.

GAMBLING – LEVEL ONE VIOLATIONS -

- 21.1-1 No inmate shall engage in any form of gambling or operate a “house game” or “store” or use any other means of obtaining money, tokens, and/or property from other inmates.

GAMBLING – LEVEL TWO VIOLATIONS -

- 22.2-1 No inmate shall possess any unauthorized gambling or gaming devices, including, but not limited to, dice, chips, roulette wheels, markers, etc.

GROOMING AND PERSONAL HYGIENE – LEVEL ONE VIOLATIONS

- 23.1-1 No inmate shall place any item such as pins, needles, string, straw, toothpick, earrings, posts, or any other item through any pierced area of their body.
- 23.1-2 Haircuts identifying an inmate as a member of a particular gang (i.e., Mongolian-style haircuts, etc.) will not be allowed.

GROOMING AND PERSONAL HYGIENE – LEVEL TWO VIOLATIONS -

- 24.2-1 Each inmate shall maintain personal cleanliness. This includes taking a shower a minimum of every other day and changing clothing at designated times.
- 24.2-2 Cases of bedbugs and body vermin shall be reported to an Officer immediately. No inmate shall fail to report cases of bedbugs or body vermin.

INSUBORDINATION – LEVEL ONE VIOLATIONS -

- 25.1-1 No inmate shall refuse to comply with a direct order given to him by an Officer or civilian employee of the Sheriff's Department.

MAIL – LEVEL ONE VIOLATIONS -

- 26.1-1 No inmate shall mail any correspondence that concerns plots or plans to disrupt the order and/or breach the security of the facility.
- 26.1-2 No inmate shall mail any correspondence that concerns plans to escape from, or to assist plans to escape from, lawful custody.
- 26.1-3 No inmate shall mail any correspondence that concerns the sending of contraband into or out of the facility.
- 26.1-4 No inmate shall mail any correspondence that would represent a clear and present danger to any person inside or outside of the facility.
- 26.1-5 No inmate shall mail any drawing or diagram of the Correction Facilities.
- 26.1-6 No inmate shall mail any correspondence that contains threats of great bodily injuries, blackmail, or extortion.

MAIL – LEVEL TWO VIOLATIONS -

- 27.2-1 All outgoing mail is subject to search and shall not be sealed by the inmate.
- 27.2-2 No inmate shall send correspondence unless properly addressed, and with proper postage.
- 27.2-3 All legal mail (i.e., correspondence with State and Federal Courts, attorneys, public officials, the Board of Corrections, etc.) shall be properly identified.
- 27.2-4 No inmate shall mail any correspondence that contains any coded messages not readily decipherable by the reader.
- 27.2-5 No inmate shall write unnecessary messages on the envelope so as to obscure the address or return address.
- 27.2-6 inmates will not draw pictures on the front of envelopes that are to be sent through the mail.
- 27.2-7 Inmates will not use any substance or item to add color to pictures, writings, or drawings.

MAIL – LEVEL THREE VIOLATIONS -

- 28.3-1 No inmate shall include in correspondence any personal information about Sheriff's Department employees.
- 28.3-2 No inmate shall have in his possession any mail, magazine or periodical belonging to another inmate, or any mail, magazine or periodical without the inmates name on it.

MEALS – LEVEL ONE VIOLATIONS -

- 29.1-1 No inmate shall throw food, utensils, or any other object at any time.
- 29.1-2 No inmate shall defile any food in any Correction Facility Kitchen or any food served to himself, any other inmate, or any employee of the Correction Facilities.

MEALS – LEVEL TWO VIOLATIONS -

- 30.2-1 Each inmate shall return his tray on completion of the meal. Inmates at Minimum Security facilities must also return their utensils.
- 30.2-2 Kitchen personnel will use kitchen equipment and utensils while performing their assigned duties. Such equipment will not be used for any task, activity, etc., for which it was not designed.
- 30.2-3 No inmate shall sit or stand on any tabletop.
- 30.2-4 No inmate shall solicit or receive any extra food by trickery, deceit, etc. No inmate shall take more than one set of trays at mealtime unless directed to do so by an Officer.
- 30.2-5 No kitchen equipment or utensils shall be removed from the kitchen.
- 30.2-6 No inmate shall give extra food to any other inmate.
- 30.2-7 Inmates shall line up single file to receive their trays.
- 30.2-8 Inmates shall not talk while waiting in line for their trays.
- 30.2-9 Following meals, inmates are to remain seated until an Officer excuses them.

MEALS – LEVEL THREE VIOLATIONS -

- 31.3-1 No food or drink will be taken out of the kitchen or dining area unless directed by an Officer or Probation Department Food Services Worker.

MEDICAL CARE – LEVEL ONE VIOLATIONS -

- 32.1-1 All medication administered to inmates must be swallowed/applied immediately. There will be no storing of any medication, except as authorized by medical staff.
- 32.1-2 No inmate will attempt to receive the medication of another inmate by any means (i.e., giving a false name at pill call, etc.), accept medication from another inmate, or accept medication belonging to another inmate.

MEDICAL CARE – LEVEL TWO VIOLATIONS -

- 33.2-1 Every inmate shall state his full name and present his identification wristband prior to receiving medication.
- 33.2-2 No inmate shall engage in any loud talk, unauthorized activity, or disruptive behavior while in the infirmary.
- 33.2-3 No inmate requiring essential medications shall delay the dispensing of medication in the housing units by failing to show up when called by the nurse or Supervising Officer.

MEDICAL CARE – LEVEL THREE VIOLATIONS -

- 34.3-1 No inmate shall leave the infirmary without prior authorization of the medical staff.

RECREATION – LEVEL TWO VIOLATIONS -

- 35.2-1 No inmate shall use any recreation equipment for any purpose other than that for which it was designed.
- 35.2-2 No inmate shall display bad sportsmanship while participating in any recreation activity.
- 35.2-3 No inmate shall remove any recreation equipment from the recreation area.
- 35.2-4 No shower shoes shall be worn in the exercise/recreation yards.
- 35.2-5 No inmate shall use any dayroom equipment, bedding, clothing, etc., for recreation or exercise.

RECREATION – LEVEL THREE VIOLATIONS -

- 36.3-1 No inmate shall willfully abuse any recreational equipment.
- 36.3-2 No inmate shall participate in any contact sport, such as boxing or wrestling that is conducive to injury.
- 36.3-3 No inmate shall engage in any group-related or organized recreational activity whatsoever.

RIOTS – LEVEL ONE VIOLATIONS -

- 37.1-1 No inmate shall participate in any riot or incite any other inmate to riot.

THEFTS – LEVEL ONE VIOLATIONS -

- 38.1-1 No inmate shall steal any item of property belonging to the County of Placer, or to any person.

UNAUTHORIZED COMMUNICATIONS –LEVEL ONE VIOLATIONS -

- 39.1-1 No inmate shall communicate with, pass, or receive any item from another Correction Facility (i.e., Minimum Security, Work Furlough, etc.) unless authorized by an Officer.
- 39.1-2 No inmate shall communicate with, pass, or receive an item from any visitor, civilian (unless employed by the Placer County Jail), or released inmate unless authorized by an Officer.

UNAUTHORIZED COMMUNICATIONS – LEVEL TWO VIOLATIONS -

- 40.2-1 No inmate shall engage in any unauthorized communications in the form of gestures with any other inmate. This includes all gang-related gestures.

UNAUTHORIZED COMMUNICATIONS – LEVEL THREE VIOLATIONS -

- 41.3-1 No inmate, while housed in a housing unit or any other area of the Correction Facilities, shall communicate with another inmate of a different housing unit or in isolation, verbally, in writing, or by use of gesture/signals, either directly or through doors, walls, windows, etc.
- 41.3-2 Communication between inmate workers and any other inmates is not permitted in any way unless authorized by an

Officer.

UNDER THE INFLUENCE OF ALCOHOL, NARCOTICS, OR UNPRESCRIBED DRUGS – LEVEL ONE VIOLATIONS -

- 42.1-1 No inmate shall be under the influence of ANY alcohol, narcotics, or any drugs that have not been administered by the Medical Staff.

VISITS – LEVEL ONE VIOLATIONS -

- 43.1-1 Unauthorized communication with visitors will not be permitted. Visitors may be subject to arrest under Penal Code Section 4570.

VISITS – LEVEL TWO VIOLATIONS -

- 44.2-1 No inmate shall engage in any contact, loud, boisterous, or disruptive behavior, sexual conduct, or the use of profanities during visits. Visits may be terminated as a result of any or all of these actions.

VISITS – LEVEL THREE VIOLATIONS -

- 45.1-1 No inmate shall receive any item or property from any visitor. The visitor will leave approved items at the Main Desk.
45.3-2 Inmates will visit with their own visitors only. Both visits may be terminated due to a violation of this section.
45.3-3 Inmates will not take any property to a personal visit.

MINIMUM SECURITY BARRACKS -RULES OF INMATE WORKER CONDUCT -

While on work crews or details, inmate workers are **NOT ALLOWED TO:**

- Use or possess alcohol, drug or tobacco in any form.
- Possess any tobacco paraphernalia including but not limited to: empty cigarette boxes or chewing tobacco cans, matches, rolling papers, lighters, cigarette butts, etc.
- Contact friends or relatives for any reason. This includes not using any type of communication including but not limited to; personal contacts, telephone, cell phone texting, e-mail or asking to have letters mailed.
- Possess U.S. currency for any reason.
- Conspire with civilians to receive contraband drops.
- Receive contraband drops.

1. **JOB ASSIGNMENTS** - are made on an as needed basis and when medical clearances are processed.

A. If you have **SPECIAL TRAINING**, as in the building trades, etc., let the Officers on day shift know.

B. Minimum Security inmates will work where they are assigned. Refusal to work will result in loss of all good and work time and rehousing at the Main Jail.

C. Inmates who fail to appear for scheduled health evaluations to be cleared for kitchen details will be disciplined.

2. **LAUNDRY** - Laundry is done on a daily basis. Place dirty laundry including sheets and pillow cases in your bag then place bag into the laundry hamper. It is taken out in the morning and returned in the afternoon. Make sure that you tie the bag tightly and securely.

3. **BUNK AREAS** -You will have (1) drawer to store ALL your personal gear. Your shoes, boots, or sandals are to be stored on top of your bunk. **THESE ITEMS ARE NOT TO BE LEFT ON THE FLOOR AT ANY TIME!**

A. Your towel will be placed on the end of your bunk only.

B. **DO NOT** use towels, blankets or clothing as a pillow.

C. Your bunks will be made neatly in the morning. **DO NOT** go back to bed unless you have permission from an Officer to do so.

D. In the evenings, stay in the dayroom unless you are on your bunks. Being in the dorm may interfere with those needing to sleep.

E. Inmates are not allowed into the bunk area of a barracks they do not live in. Only those inmates housed in the sleeping area are allowed in that sleeping area. All others will be disciplined.

F. Inmates found socializing in the sleeping areas will be disciplined.

4. **PHONES** - Phone calls are collect calls only. If you have a prefix problem, make the Officer on duty aware of it. Attempts to manipulate or circumvent the phone system will result in discipline.

5. **FOOD SERVICE** - Inmates are required to attend all meals unless excused by the Officer in charge. Inmates will wear a sweatshirt or blue button work shirt. Shirts will be buttoned and tucked in. Shower shoes will be worn with socks. Inmates will remain seated until excused by the Officer in charge.

6. **DUTY OFFICE** - Inmates will not approach the Duty Office without approval from the Officer in charge. Inmates are to stand behind the yellow line until motioned to come forward by staff. Inmates must be properly dressed with a buttoned, tucked in, work shirt or sweatshirt. T-shirts are not acceptable.

7. **STORED FOOD ITEMS** - No food items are to be stored in the bunk areas. Food items issued at meals will be consumed at the meal and are not to leave the dining area. Items purchased through commissary may be stored in your drawer. Inmates found storing non-commissary food items will be disciplined.

8. **Dayroom** - TVs and telephones will remain off after each meal until the on Duty Officer has inspected and approved the dayroom.

9. **DRESS** - Inmates will be properly dressed whenever they leave the barracks. Inmates will not leave the building or go anywhere in public view wearing only a T-shirt. Shirts will be buttoned and tucked in. Inmates are not allowed to wear shower shoes except to the bathroom and in the bunk area.

10. **SMOKING/CHEWING TOBACCO** – Minimum Security Inmates caught smoking or chewing tobacco or in possession of

smoking/chewing tobacco contraband will automatically lose ten (10) days good time, two weeks loss of commissary and two weeks loss of visiting. Minimum Security inmates caught smoking or chewing tobacco cannot be assigned to outside work crews. Minimum Security inmates caught smoking, chewing tobacco, or in possession of tobacco contraband more than once may also be placed on Disciplinary Bunk Lockdown at Minimum Security and/or re-housed at the Main Jail.

11. **CLOTHING - ISSUE** - Any inmate found with more than his standard issue of clothing or bedding will be disciplined. Minimum Security-issued clothing shall fit correctly and be worn in an appropriate manner. Clothing will not be worn in a gang style.

12. **DAY SLEEPING** - Inmates found lying on their beds between breakfast and dinner without either written medical permission, or Officer approval, will be disciplined (Minimum Security barracks). All unassigned inmates will be dressed, in the dayroom and ready to go to work by 6:00 AM during the week. Unassigned inmates do not have sleep in privileges.

13. **WORK CLOTHING** - Sunglasses and hats used on work assignments are not allowed in the barracks.

14. **PILL CALL** - Inmates attending Pill Call will be properly dressed, with sweatshirts, or work shirts buttoned and tucked in. Inmates must bring a cup of water and show the nurse their wristband before receiving medication.

15. **FACILITY FURNITURE** - Inmates will not put their feet on furniture other than their assigned bunk. Inmates found with their feet propped up on sofas, chairs, stools, or tables will be disciplined.

16. **LAUNDRY WORKERS** - Only those female inmates assigned to the laundry are allowed in the laundry room unless they have Officer's approval.

17. **WORK ASSIGNMENTS** - Minimum Security inmates will be up and ready for work at their scheduled times. Failure to be ready for work will result in discipline. Disciplinary Bunk Lockdown (DBL) is defined as: Locking an inmate down to a designated 303A bunk for 23 hours a day, a modified version of Disciplinary Lockdown, which is used at the Main Jail. Inmates will be placed on DBL for repetitive **LEVEL ONE VIOLATIONS** that occur when they are housed at Minimum Security. **PROCEDURE:** The inmate will be locked down to a designated 303A bunk for 23 hours a day for a one to four day period. The inmate will be allowed off of his bunk for one hour a day to use the following:

- Shower
- Telephone
- Electric Razor
- Dayroom (Televisions will be turned off)

Inmates on DBL are to remain on or within arms reach of their bunks. This will enable the inmate worker to stand, stretch or exercise and still remain in the immediate area on or near his bunk. An inmate may not leave his bunk without permission from an Officer. Failure to notify an Officer before leaving their bunk may subject the inmate to further discipline. Inmates on DBL will be allowed to keep all tank property in their possession, including commissary. Inmates on DBL are allowed to use the restroom as needed and must do so in a timely manner.

Inmates on DBL will receive two cold meals and one hot meal each day. The inmate will consume these meals on their bunks and dispose of any leftover food immediately after mealtime. Inmates on DBL can send and receive personal mail. Newspapers, books and all other periodicals can still be received while the inmate is on DBL. Inmates on DBL will lose the following privileges:

1. Visiting (Attorney visits still allowed)
2. Outdoor recreation
3. Television
4. Law Library (Unless designated as Pro-Per by the courts)
5. Participation in programs (GED, AA, NA, etc.)

WORK ASSIGNMENTS – LEVEL ONE VIOLATIONS -

- 46.1-1 No inmate will use or solicit for the use of any phone outside of the Minimum Security barracks, including county phones and personal cell phones.
- 46.1-2 Inmate workers are required to wear clothing that has clearly legible lettering that notates the inmate as an "Inmate Worker." This applies to all issued pants, shirts, sweatshirts and jackets. Assigned laundry workers shall not give illegible clothing to other inmates.

WORK ASSIGNMENTS – LEVEL TWO VIOLATIONS -

- 47.2-1 Inmates shall be responsible for the daily cleaning of their assigned areas. Cleaning equipment and materials will be made available.
- 47.2-2 No inmate shall trade or otherwise change work assignments without authorization of his work supervisor.
- 47.2-3 Inmate workers involved in the preparation and service of meals at any of the Correction Facilities shall wear clean clothing at all times while on duty.
- 47.2-4 Inmate workers involved in the preparation and service of meals at any of the Correction Facilities shall thoroughly wash their hands with soap and water prior to duty, during duty when soiled, prior to food preparation, prior to food service, and after using the restroom.
- 47.2-5 Inmate workers involved in the preparation and service of meals at any of the Correction Facilities shall wear a clean hairnet and clean plastic gloves.
- 47.2-6 Inmate workers involved in the cleanup process after food service shall thoroughly clean all preparation and service equipment and all related areas.

47.2-7 Inmate workers who are assigned to the Main Jail will not bring gloves of any type in to Cell #619.

MINIMUM SECURITY – LEVEL ONE VIOLATIONS

- 48.1-1 Smoking, chewing or possession of tobacco or smoking contraband is forbidden. No inmate shall possess any tobacco product or smoking paraphernalia.
- 48.1-2 Minimum Security inmates shall not refuse to work where assigned.
- 48.1-3 Inmates granted any type of day pass will not drink alcohol, use any sort of tobacco, any illegal drug or participate in any illegal activity. Sexual relations are also not permitted.
- 48.1-4 Minimum Security inmates on Disciplinary Bunk Lockdown shall not leave the immediate area of their bunk unless they have permission from an Officer. The immediate area of their bunk is defined as - On their bunk or within an arm's reach of their bunk, except to use the restroom.
- 48.1-5 Inmates shall not use or possess any type of prescription drug without permission from jail medical staff. Inmates shall not use or possess any type of illegal drug.

MINIMUM SECURITY - LEVEL TWO VIOLATIONS

- 49.2-1 Minimum Security inmate's clothing shall be neat, clean, and properly worn.
- 49.2-2 Minimum Security inmates will be up and ready for work at their scheduled times.
- 49.2-3 Minimum Security inmates will attend a scheduled health evaluation to be cleared for kitchen details.
- 49.2-4 Minimum Security inmates on disciplinary bunk lockdown shall use the bathroom facilities in a timely manner. Loitering in the bathroom is prohibited.
- 49.2-5 Female Minimum Security inmates shall not use the shower during visiting hours.
- 49.2-6 Minimum Security inmates shall not lie down anywhere in the recreation yards.
- 49.2-7 Minimum Security inmates shall not place or store any personal items in their laundry bag, including personal tennis shoes. Minimum Security inmate laundry bags are issued for use to wash dirty Jail issue laundry only.
- 49.2-8 Inmates will wear Jail issued dyed socks only. Inmates will not wear white socks.

MINIMUM SECURITY – LEVEL THREE VIOLATIONS

- 50.3-1 No inmate shall enter any unauthorized area (i.e., Duty Office, public restroom in the Jail lobby) unless directed by an Officer or civilian employee.
- 50.3-2 Only those female inmates assigned to the laundry are allowed in the laundry room unless they have Officer's approval.
- 50.3-3 Inmates shall store their shoes, boots or sandals on top of their bunk.
- 50.3-4 No inmate shall be in the bunk area or dayroom of a barracks they do not live in.
- 50.3-5 No inmate shall cross the yellow line to approach the Duty Office without the approval of the Officer on duty.
- 50.3-6 No inmate shall lie on their beds between, breakfast and dinner without either written medical permission or Officers approval.
- 50.3-7 Inmate workers may not use the public restrooms in the lobby of the Main Jail.
- 50.3-8 No inmate shall socialize in the sleeping areas of the facility.
- 50.3-9 No food or drink items are to return to the barracks from a work site.

NOTE: ALL RULES OF THE CORRECTIONS FACILITY APPLY TO MINIMUM SECURITY AS WELL AS MAIN JAIL INMATES.